AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Commercial Unit	Central Division	410
EVALUATED BY		DATE
H. Madrigal		

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	TYPE OF EVALUATION Formal Evaluation Informal Evaluation		SUSPENSE DATE 03/02/2009			
	W-UP REQUIRED Yes 7 No	☐ Correction Report	COMMANDER'S REVIEW	nt	DATE 4/3/	09
1. U	SE AND ADEQUACY OF FAC	CILITY	EVALUATED Yes	No ACTION REQUIRED	CORRECTED)
a.	Is the facility adequate?				✓ Yes	□No
	(1) Have steps been taken t	to modify or replace the current fa	acility?		✓ Yes	□No
	(a) If a leased building,	is the owner abiding by the term	s of the lease agreement?		✓ Yes	□No
	(2) Is a safe, pleasant, effici	ent environment created by the a	arrangement of furniture an	d equipment?	✓ Yes	□No
	(a) Is storage space us	ed effectively?		7	✓ Yes	□No
	(b) Is lighting adequate	?		-	✓ Yes	□No
	(c) Are there provisions	for the prompt repair of the facili	ity (plumbing, heating, etc.))?	✓ Yes	□No
	(d) Does the interior of	the facility have a neat, business	like appearance?		✓ Yes	□No
2. IN	TERIOR APPEARANCE		EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED)
а.	What is the condition of the fl	oors, walls, ceiling, hallways, and	d counter tops? The facil.	ity is set for some imp	rovements in	flooring in
9	the near future. The recent i	nstallation of modular furniture ((cubicles) made dramatic i	mprovement in the off	ice workspac	e.
						8
	(1) Is interior lighting adequa	ate?			☑ Yes	□No
	(2) If leased, have needed re	epairs been coordinated with Fac	cilities Section?		✓ Yes	□No
-	(3) Are the duties of the jani	tor defined and clearly understoo	od?		✓ Yes	□No
	(a) Is the janitor fully aw	are of the supplies available thro	ough the requisition proces	s?	✓ Yes	□No
b.	Is the layout of the general of	fice areas appropriate for the ass	signed personnel or classif	ication?		□ No
С.	Does the layout and equipme	nt in specialized office areas me	et the needs of each speci	alized function?	✓ Yes	□No
d.	Does the layout of the restroo	oms meet the needs of all employ	yees, including those with o	disabilities?		□No
е.	Is there sufficient space avail	able in both the men's and wome	en's locker rooms?		✓ Yes	□No
	(1) Can several officers com	fortably change clothes at the sa	me time?		✓ Yes	□No
	(2) Is there enough space fo	r both personal lockers and equi	pment lockers?	3	✓ Yes	□No
	(3) Are there full length mirro	ors?			☐ Yes	☑ No
	(4) Are they clean and odor	free, with adequate ventilation?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	1000 (101.000) 011000		
_	(5) Are lockers in good condition, with names posted on them?	✓ Yes	□No
f.	Does the employee's room have adequate cabinets and electrical outlets?	✓ Yes	□No
-	(1) Are appliances in good working order?	✓ Yes	□No
g	Are bulletin boards sufficient for Area needs?	✓ Yes	□No
	(1) Are they neat and orderly?	✓ Yes	□No
	(2) Is there a system for purging old information?	✓ Yes	□No
	(3) Do posted items have a removal date?	✓ Yes	□No
	(4) Are bulletin boards in good condition?	✓ Yes	□No
h.	When was the last inventory of items stored inside the facility? Fall 2008		
	(1) Are items arranged in a logical manner?	✓ Yes	□No
	(2) Are there surplus items that should be returned to Supply Services?	✓ Yes	□No
	(3) What security is provided after normal business hours? 24 hour security is provided by CalTrans including	g surveilla	nce cameras.
3. E	XTERIOR APPEARANCE EVALUATED ACTION REQUIRED Yes No	CORRECTED)
а.	Overall, what is the general appearance of the exterior of the facility? The facility is cleaned and maintained by	Cal Trans	contracted
	companies. It reflects a good image of the Department.		
b.	Are all painted surfaces neat and clean, free of peeling paint?	✓ Yes	□No
C.	Is the outside lighting adequate and in good repair?	✓ Yes	□No
d.	Is the building clearly identified?	✓ Yes	□No
е.	Is the gas station clean and in good repair?	Yes	□No
	(1) Does the gas station have a fire extinguisher readily available?	Yes	□No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches	_	_
	operating properly?	☐ Yes	□ No
f.	Is the paved parking area clean and in good condition?	✓ Yes	□ No
	(1) Are parking lines clearly painted?	✓ Yes	□ No
	(2) Is the violation clearance area for the public clearly marked?	Yes	□No
	(3) Is there disabled parking available?	✓ Yes	□No
	(4) Is there a parking area designated for motorcycles?	Yes	☑ No
4. Al	JXILIARY POWER Yes No	CORRECTED)
a.	Has the efficiency of the auxiliary power unit been tested?	✓ Yes	□No
	Who knows how to start the unit should the self-starter fail? Cal Trans Facility Maintenance Personnel		
b.	VIII (III ON TO COLUMN THE WIND OF THE OF THE OWN THE		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP	433D (Rev. 5-06) OF 1 009		
d	. Is there a notice posted identifying who to contact should the unit fail?	✓ Yes	□No
е	. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	✓ Yes	□No
f.	How often is the fuel supply replenished?		
	(1) At what level is it refilled?		
g	. Are there adequate numbers of emergency power outlets?	☐ Yes	☑ No
	(1) Are they distinctively marked?	☐ Yes	☑ No
5. E	MPLOYEE PROTECTION AND FACILITY SECURITY EVALUATED ACTION REQUIRED No	CORRECTED	0
a	Does Area have a written Emergency Action Plan? Located in the training room.	✓ Yes	□No
b.	. Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
	(1) Does it have general facility security and building evacuation procedures?	✓ Yes	□No
	(2) Does the plan work?	✓ Yes	□No
	(3) Are there sufficient management controls?	✓ Yes	□No
C.	Does the plan designate duties and responsibilities to specific employees?	✓ Yes	□No
	(1) Are both uniformed and nonuniformed employees included?	✓ Yes	□No
	(2) Are employees informed of their responsibilities?	✓ Yes	□No
	(3) Has the commander taken all responsible steps available to provide security?	✓ Yes	□No
	(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	✓ Yes	□No
d.	Does the plan address dispatcher security?	☐ Yes	□No
	(1) How do Public Safety Dispatchers feel about the security provided?	9	
		75	
	(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	□No
	(3) Should modifications be made to provide better security?	☐ Yes	□No
	(a) Would intercoms improve security?	☐ Yes	□No
	(4) How often are two or more dispatchers on duty?		
	(5) How often are supervisors or other personnel in the building after normal business hours? Regularly. T	he Transport	ation
	Management Center is located in this building and is staffed 24 hours by CHP uniformed personnel.		
	(6) Are maximum safety and security measures taken within communications centers?	☑ Yes	□No
e.	Has training been given for all types of emergency situations?		□ No
	(1) Have both uniformed and nonuniformed been given the training?		□ No
	W .		

>; **T**

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

21 11	400D (Nev. 5-00) OF 1008		
	(2) Does the training include building evacuation procedures?	✓ Yes	□No
	(3) Do all employees know where fire extinguisher and first aid kits are located?	☑ Yes	□No
	(a) Do they know how to use them?	✓ Yes	□No
	(4) Have all employees read the Emergency Action Plan?	✓ Yes	□No
2911	(a) Do they know where it's located?	☑ Yes	□No
f.	Does the building contain asbestos?	✓ Yes	□No
	(1) Are employees given a copy of the annual asbestos report to read? Copy placed in personnel folder.	✓ Yes	□No
×	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	✓ Yes	□No
	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	✓ Yes	□No
	(4) Do employees know what to do if they encounter asbestos in the building?	✓ Yes	□No
g.	Are fire extinguishers provided and serviced as required by the California Administrative Code?	✓ Yes	□No
	(1) Are first aid kits provided as required by the State Administrative Manual?	✓ Yes	□No
	(2) Is STD 621, Notice to State Employees, posted and up to date?	✓ Yes	□No
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? Good. I	 It is regularl	y inspected
	by the Fire Marshall.		
h.	Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?	✓ Yes	□No
=====	(1) Have changes or updates been sent to the implementing agency?	✓ Yes	□No
. s	AFETY INSPECTION EVALUATED ACTION REQUIRED NO	CORRECTED)
a.	Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	⊘ ·Yes	□No
b.	Has the CHP 113A, Safety Inspection Checklist, been completed?	✓ Yes	□No
c.	What improvements have been made by the commander as a result of the most recent inspection?		
-5-77-			
	(1) If recommendations required budgeting, have items been put into the budget suspense file? りん	☐ Yes	□No
d.	Has the size of the operation outgrown the facility?	☐ Yes	☑ No
	(1) If so, what remedial action has been taken?		

S[†] (TATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Commercial	Central	4	
Inspected by:		Date:	
H. Madrigal		02/24/09	

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection document	on number. Under "Forward to:" ent ent shall be utilized to document inno	er the nex	ill in the blanks as indicated. Enter the chapter xt level of command where the document actices, suggestions for statewide e used if additional space is required.	
TYPE OF INSPECTION Division Level		Total hours expended on the inspection: _16 hours		Corrective Action Plan Included Attachments Included	
Follow-up Required: ☐ Yes 🂢 No		rd to: Il Division ate: 05/07/09			
Chapter Inspection: Chapter 4, Facility Maintenance and Security Inspector's Comments Regarding Innovative Practices: No innovative practices were noted.					
Command Suggestions for St	atewic	e Improvement:			
No suggestions for Statewide i	mprov	ement arose from this insp	ection.		
Inspector's Findings:					

Inspector's findings were documented in the attached CHP 453D.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page	2
------	---

Command: Commercial	Division: Central	Chapter:	
Inspected by: H. Madrigal		Date: 02/24/09	

(*)		
Commander's Response: Concur or	☐ Do Not Concur (Do Not Concur shall docur	ment basis for response)
J		
·		
Inspector's Comments: Shall address non etc.)	concurrence by commander (e.g., findings revised	d, findings unchanged,
*		
	2	
Required Action		
Corrective Action Plan/Timeline		
	10	
W.		
	COMMANDER'S SIGNATURE	DATE / /
Employee would like to discuss this report with the reviewer.	1. Silva , APT	5/1/09
(See HPM 9.1, Chapter 8 for appeal procedures.)	INSPECTOR SIGNATURE	DATE ,
	INSTECTOR SOLVE	4/2/10
Paylower discussed this report with	REVIEWER'S SIGNATURE	DATE
Reviewer discussed this report with employee	// · · · /	7//
☐ Concur ☐ Do not concur	ar X	6/2/09

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
411	CENTRAL DIV.	401
EVALUATED BY		DATE
DON SHUDA		03/11/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Totti can be completed in ben o	in perion, and the oupplement	our so handwritter in de	0		
TYPE OF EVALUATION Formal Evaluation Info	mal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Yes No	☐ Correction Report	n. H. M.	Ly CAPT	3/17	109
1. USE AND ADEQUACY OF FA	CILITY	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Is the facility adequate?				✓ Yes	□No
(1) Have steps been taken	to modify or replace the current fa	rcility?	8	☐ Yes	☑ No
(a) If a leased building,	is the owner abiding by the terms	s of the lease agreement?		✓ Yes	□No
(2) Is a safe, pleasant, effic	ient environment created by the a	rrangement of furniture an	d equipment?	✓ Yes	□No
(a) Is storage space us	ed effectively?			✓ Yes	□No
(b) Is lighting adequate	?			✓ Yes	□No
(c) Are there provisions	for the prompt repair of the facilit	ty (plumbing, heating, etc.))?	✓ Yes	□No
(d) Does the interior of	the facility have a neat, businessl	ike appearance?		✓ Yes	□No
2. INTERIOR APPEARANCE		EVALUATED	ACTION REQUIRED	CORRECTED)
a. What is the condition of the f	loors, walls, ceiling, hallways, and	counter tops? ALLIN	GOOD CONDITION -	NEW INTE	ERIOR
PAINT AND CARPET INS	TALLED MAY 2006.				
(1) Is interior lighting adequa	ate?			✓ Yes	□No
(2) If leased, have needed re	epairs been coordinated with Fac	ilities Section?		✓ Yes	□No
(3) Are the duties of the janit	or defined and clearly understood	∃?		✓ Yes	□No
(a) Is the janitor fully aw	are of the supplies available thro	ugh the requisition proces	s?	✓ Yes	□No
b. Is the layout of the general of	fice areas appropriate for the ass	igned personnel or classif	ication?	✓ Yes	□No
c. Does the layout and equipme	nt in specialized office areas mee	et the needs of each speci	alized function?	✓ Yes	□No
d. Does the layout of the restroo	ms meet the needs of all employ	ees, including those with	disabilities?	✓ Yes	□No
e. Is there sufficient space availa	able in both the men's and wome	n's locker rooms?	A	☐Yes	□No
(1) Can several officers com	fortably change clothes at the sar			☐ Yes	□No
(2) Is there enough space for	both personal lockers and equip	oment lockers?		☐Yes	□No
(3) Are there full length mirro	rs?			☐ Yes	□ No
(4) Are they clean and odor f	ree, with adequate ventilation?			☐Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009		
(5) Are lockers in good condition, with names posted on them?	☐ Yes	□No
f. Does the employee's room have adequate cabinets and electrical outlets?	✓ Yes	□ No
(1) Are appliances in good working order?	✓ Yes	□No
g. Are bulletin boards sufficient for Area needs?	✓ Yes	□ No
(1) Are they neat and orderly?	✓ Yes	□No
(2) Is there a system for purging old information?		□No
(3) Do posted items have a removal date?	☐ Yes	✓ No
(4) Are bulletin boards in good condition?	✓ Yes	□ No
h. When was the last inventory of items stored inside the facility? $\mathrm{JULY}\ 2008$		
(1) Are items arranged in a logical manner?	✓ Yes	□ No
(2) Are there surplus items that should be returned to Supply Services?	✓ Yes	□ No
(3) What security is provided after normal business hours? MOTION DE	TECTOR/ALARM SYSTEM.	
	Laction Regulation CORRECT	Et:
3. EXTERIOR APPEARANCE	ACTION REQUIRED CORRECT	
a. Overall, what is the general appearance of the exterior of the facility? VER	Y GOOD - TRIM WAS REPAINTED MAY	2006 AND
WALLS ARE STUCCO IN GOOD CONDITION.		
b. Are all painted surfaces neat and clean, free of peeling paint?	✓ Yes	□ No
c. Is the outside lighting adequate and in good repair?	✓ Yes	□ No
d. Is the building clearly identified?	✓ Yes	□ No
e. Is the gas station clean and in good repair?	Yes	□ No
(1) Does the gas station have a fire extinguisher readily available?	Yes	□ No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses operating properly?	s, and shut off switches	s □ No
f. Is the paved parking area clean and in good condition?	✓ Yes	i □ No
(1) Are parking lines clearly painted?	√ Yes	s □ No
(2) Is the violation clearance area for the public clearly marked?	√ Yes	s □ No
(3) Is there disabled parking available?	√ Yes	i □ No
(4) Is there a parking area designated for motorcycles?	☐ Yes	
I. AUXILIARY POWER NA	ACTION REQUIRED CORRECT	iEO
a. Has the efficiency of the auxiliary power unit been tested?	☐ Ye:	s 🗌 No
b. Who knows how to start the unit should the self-starter fail?		
c. Are operating instructions posted and easy to understand?	☐ Ye	s 🗌 No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION
FACILITY MAINTENANCE AND SECURITY
CHP 453D (Rev. 5-06) OPI 009

d. Is there a notice posted identifying who to contact should the unit fail?	☐ Yes	□ No
e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	Yes	□ No
f. How often is the fuel supply replenished?		
(1) At what level is it refilled?		
A	Yes	☐ No
g. Are there adequate numbers of emergency power outlets? (1) Are they distinctively marked?	 ∏ Yes	□No
EMPLOYEE PROTECTION AND FACILITY SECURITY EVALUATED ACTION REQUIRED	CORRECTED	
a. Does Area have a written Emergency Action Plan?	✓ Yes	□No
b. Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
(1) Does it have general facility security and building evacuation procedures?	✓ Yes	□No
(2) Does the plan work?	✓ Yes	□No
(3) Are there sufficient management controls?	✓ Yes	□ No
c. Does the plan designate duties and responsibilities to specific employees?	✓ Yes	□ No
(1) Are both uniformed and nonuniformed employees included?	✓ Yes	□ No
(2) Are employees informed of their responsibilities?	✓ Yes	□No
(3) Has the commander taken all responsible steps available to provide security?	✓ Yes	□ No
(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	✓ Yes	□ No
d. Does the plan address dispatcher security?	☐ Yes	□No
(1) How do Public Safety Dispatchers feel about the security provided?		
(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	□No
(3) Should modifications be made to provide better security?	☐ Yes	□No
(a) Would intercoms improve security?	☐ Yes	□No
(4) How often are two or more dispatchers on duty?		
(5) How often are supervisors or other personnel in the building after normal business hours?	41	
(6) Are maximum safety and security measures taken within communications centers?	☐Yes	□No
. Has training been given for all types of emergency situations?	√ Yes	□No
(1) Have both uniformed and nonuniformed been given the training?	✓ Yes	No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

	(2) Does the training include building evacuation procedures?	√ Yes	□No
	(3) Do all employees know where fire extinguisher and first aid kits are located?	✓ Yes	□No
	(a) Do they know how to use them?	✓ Yes	□No
	(4) Have all employees read the Emergency Action Plan?	✓ Yes	□No
	(a) Do they know where it's located?	✓ Yes	□No
f.	Does the building contain asbestos?	☐ Yes	☑No
	(1) Are employees given a copy of the annual asbestos report to read?	☐ Yes	□No
	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	☐ Yes	□No
_	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	☐ Yes	□No
	(4) Do employees know what to do if they encounter asbestos in the building?	☐ Yes	□No
g.	Are fire extinguishers provided and serviced as required by the California Administrative Code?	✓ Yes	□No
	(1) Are first aid kits provided as required by the State Administrative Manual?	✓ Yes	□No
	(2) Is STD 621, Notice to State Employees, posted and up to date?	☐ Yes	☑ No
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? NOT EQU	M GEIGHE	TH ANY
	OTHER EMERGENCY EQUIPMENT.		
h.	NOT	☐ Yes	□No
	(1) Have changes or updates been sent to the implementing agency? (2) Fig. 1. This	Yes	□No
6. SA	AFETY INSPECTION EVALUATED ACTION REQUIRED	CORRECTER	
a.	Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	✓ Yes	□No
b.	Has the CHP 113A, Safety Inspection Checklist, been completed?	✓ Yes	□No
C.	What improvements have been made by the commander as a result of the most recent inspection? NO IMPRO	VEMEN'	fs
	NECESSARY.		
	(1) If recommendations required budgeting, have items been put into the budget suspense file?	Yes	□No
d.	Has the size of the operation outgrown the facility?	☐ Yes	✓ No
	(1) If so, what remedial action has been taken?		

DIVISION NUMBER AREA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL 401 Central AREA MANAGEMENT EVALUATION 411 DATE EVALUATED BY FACILITY MAINTENANCE AND SECURITY 09/04/2009 CHP 453D (Rev. 5-06) OPI 009 Greg Biklian INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. SUSPENSE DATE TYPE OF EVALUATION T Formal Evaluation FOLLOW-UP REQUIRED COMMANDER'S REVIEW ✓ No ☐ Yes BY Greg Biklian CORRECTED 1. USE AND ADEQUACY OF FACILITY □ No ☐ Yes a. Is the facility adequate? □ No ☐ Yes (1) Have steps been taken to modify or replace the current facility? ☐ No (a) If a leased building, is the owner abiding by the terms of the lease agreement? ☐ Yes ΠNo Yes (2) Is a safe, pleasant, efficient environment created by the arrangement of furniture and equipment? ☐ Yes ☐ No (a) Is storage space used effectively? □ No ☐ Yes (b) Is lighting adequate? □ No ☐ Yes Are there provisions for the prompt repair of the facility (plumbing, heating, etc.)? Yes ☐ No Does the interior of the facility have a neat, businesslike appearance? CORRECTED **EVALUATED** ACTION REQUIRED

а	What is the condition of the floors, walls, ceiling, hallways, and counter tops?		
	(1) Is interior lighting adequate?	Yes	□No
	(2) If leased, have needed repairs been coordinated with Facilities Section?	☐ Yes	□No
	(3) Are the duties of the janitor defined and clearly understood?	Yes	□No
	(a) Is the janitor fully aware of the supplies available through the requisition process?	☐ Yes	□No
b.	Is the layout of the general office areas appropriate for the assigned personnel or classification?	Yes	□No
C.	Does the layout and equipment in specialized office areas meet the needs of each specialized function?	☐ Yes	□No
d.	Does the layout of the restrooms meet the needs of all employees, including those with disabilities?	Yes	□No
е,	Is there sufficient space available in both the men's and women's locker rooms?	Yes	□No
	(1) Can several officers comfortably change clothes at the same time?	☐Yes	□No
- 7	(2) Is there enough space for both personal lockers and equipment lockers?	☐ Yes	□No

□ No

☐ No

Yes

☐ Yes

X

(3) Are there full length mirrors?

(4) Are they clean and odor free, with adequate ventilation?

2. INTERIOR APPEARANCE

AREA MANAGEMENT EVALUATION
FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009		
(5) Are lockers in good condition, with names posted on them?	Yes	□ No
f. Does the employee's room have adequate cabinets and electrical outlets?	☐ Yes	□ No
(1) Are appliances in good working order?	Yes	□ No
g., Are bulletin boards sufficient for Area needs?	Yes	□ No
(1) Are they neat and orderly?	Yes	□ No
(2) Is there a system for purging old information?	Yes	□ No
(3) Do posted items have a removal date?	Yes	□ No ————
(4) Are bulletin boards in good condition?	☐ Yes	□ No
h. When was the last inventory of items stored inside the facility?		
(1) Are items arranged in a logical manner?	☐Yes	□ No
(2) Are there surplus items that should be returned to Supply Services?	Yes Yes	NO
(3) What security is provided after normal business hours?		
	1	
3. EXTERIOR APPEARANCE EVALUATED ACTION REQUIRED	CORRECTED	
a. Overall, what is the general appearance of the exterior of the facility?		
b. Are all painted surfaces neat and clean, free of peeling paint?	Yes	□No
c. Is the outside lighting adequate and in good repair?	☐Yes	□No
d. Is the building clearly identified?	□Yes	□No
e. Is the gas station clean and in good repair?	☐Yes	□No
(1) Does the gas station have a fire extinguisher readily available?	☐Yes	□No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?	☐Yes	□No
f. Is the paved parking area clean and in good condition?	Yes	□No
(1) Are parking lines clearly painted?	Yes	□No
(2) Is the violation clearance area for the public clearly marked?	☐Yes	□No
(3) Is there disabled parking available?	☐Yes	□No
(4) Is there a parking area designated for motorcycles?	☐Yes	□No
I. AUXILIARY POWER EVALUATED ACTION REQUIRED	CORRECTED)
a. Has the efficiency of the auxiliary power unit been tested?	Yes	□No
b. Who knows how to start the unit should the self-starter fail?		
c. Are operating instructions posted and easy to understand?	☐Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

	(100,000,000,000,000,000,000,000,000,000			
d.	Is there a notice posted identifying who to contact should the unit fail?		☐Yes	□No
е.	Does the log indicate Area personnel and Telecommunications Section have conducted	d weekly testing?	☐ Yes	□No
f.	How often is the fuel supply replenished?			
-	(1) At what level is it refilled?			
g.	Are there adequate numbers of emergency power outlets?		∏ Yes	□ No
	(1) Are they distinctively marked?		☐Yes	□No
5. EM	PLOYEE PROTECTION AND FACILITY SECURITY	ACTION REQUIRED	CORRECTED	x
a.	Does Area have a written Emergency Action Plan?		☐ Yes	□No
b.	Does the plan have procedures for safeguarding employees during all types of emerger	ncies?	☐Yes	□No
	(1) Does it have general facility security and building evacuation procedures?		☐Yes	□No
((2) Does the plan work?		☐ Yes	□No
((3) Are there sufficient management controls?		☐Yes	□No
c. I	Does the plan designate duties and responsibilities to specific employees?		☐ Yes	□No
((1) Are both uniformed and nonuniformed employees included?		☐Yes	□No
((2) Are employees informed of their responsibilities?		☐ Yes	□No
((3) Has the commander taken all responsible steps available to provide security?		☐Yes	□No
((4) Has the commander visited the facility after normal business hours to ensure secur in place?	ity measures are	☐Yes	□No
d. [Does the plan address dispatcher security?		☐ Yes	☐ No
(How do Public Safety Dispatchers feel about the security provided?			
(2	Can dispatchers deal with the public without admitting them into the building?		☐Yes	□No
(3	3) Should modifications be made to provide better security?	1	☐ Yes	☐ No
	(a) Would intercoms improve security?		Yes	□ No
(4	4) How often are two or more dispatchers on duty?			*
(5	5) How often are supervisors or other personnel in the building after normal business	nours?	1/1	
(6	6) Are maximum safety and security measures taken within communications centers?		Yes	□ No
e. H	las training been given for all types of emergency situations?		☐ Yes	□No
(1	Have both uniformed and nonuniformed been given the training?		□Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CHP 4531	J (Rev. 5-06) OPI 009				
(2)	Does the training include building evacuation procedures?			Yes	□No
(3)	Do all employees know where fire extinguisher and first aid	kits are located?		Yes	□No
	(a) Do they know how to use them?			☐ Yes	□No
(4)	Have all employees read the Emergency Action Plan?	K		☐ Yes	□No
	(a) Do they know where it's located?			☐ Yes	□No
f. Do	es the building contain asbestos?			☐ Yes	□No
(1)	Are employees given a copy of the annual asbestos report	to read?	3+63	☐ Yes	□No
(2)	Are new employees notified of the presence of asbestos with	thin 15 days of reporting	to work?	Yes	□No
(3)	Is a copy of the notice posted on the employee or occupation	onal safety bulletin board	?	☐Yes	□No
(4)	Do employees know what to do if they encounter asbestos	in the building?		☐ Yes	□No
g. Are	e fire extinguishers provided and serviced as required by the	California Administrative	Code?	☐ Yes	□No
(1)	Are first aid kits provided as required by the State Administr	ative Manual?		Yes	□No
(2)	Is STD 621, Notice to State Employees, posted and up to d	ate?	Corrected (SAS)	✓ Yes	□No
(3)	What is the condition of other emergency equipment such a	s fire hoses, sprinkler sy	stems, etc.?		
h. Is t	here a Hazardous Materials Business Plan on file with the loc	cal implementing agency	as required?	Yes	□No
(1)	Have changes or updates been sent to the implementing ag	jency?		Yes	□No
S. SAFET	YINSPECTION	EVALUATED	ACTION REQUIRED	CORRECTED	
a. Has	s a facility safety inspection been conducted by the Area Occ HPM 10.6, Occupational Safety Manual?	upational Safety Commit	tee as required	□Yes	□No
b. Has	the CHP 113A, Safety Inspection Checklist, been completed	1?		☐Yes	□No
c. Wha	at improvements have been made by the commander as a re	sult of the most recent in	spection?		
					pline
					*0
	4				
(1)	If recommendations required budgeting, have items been pu	ut into the budget suspen	se file?	☐ Yes	□ No
d. Has	the size of the operation outgrown the facility?			Yes	☐ No
(1)	If so, what remedial action has been taken?				

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FACILITY MAINTENANCE AND SECURITY

Bakersheid Central 420
Evaluated by
L. Logan, Sgt. 03/25/2009

FACILITY MAINTENANCE AND SECURITY
CHP 453D (Rev. 5-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

101111 0011	as sompleted in pen	or bencil, and the Supplemen	it can be handwritten if a	desired.		
TYPE OF EVAL	UATION	rmal Evaluation	SUSPENSE DATE			
FOLLOW-UP R		Correction Report	COMMANDER'S REVIEW	mte	7 DATE 3-	27-09
1. USE AN	ND ADEQUACY OF FA	CILITY	3/25/2009	Yes - in progress	CORRECTI	ED /
a. Is th	e facility adequate?		[P.1857-1477]	1 ca - in progress	l ☐ Yes	 ☑ No
(1)	Have steps been taken	to modify or replace the current	facility?		☑ Yes	No
	(a) If a leased building	, is the owner abiding by the terr	ns of the lease agreement	?	Yes	□ No
		ient environment created by the			✓ Yes	□ No
	(a) Is storage space us				✓ Yes	□ No
((b) Is lighting adequate	?		***************************************	✓ Yes	 □ No
(c) Are there provisions	for the prompt repair of the faci	ility (plumbing, heating, etc	5.)?	✓ Yes	□ No
(the facility have a neat, business			✓ Yes	□No
2. INTERIO	R APPEARANCE		EVALUATED	ACTION REQUIRED	CORRECTE	
a. What	is the condition of the fl	loors, walls, ceiling, hallways, an	3/25/2009	Yes - in progress		DD:
retrof	fitted with similar works	ea was recently retrofitted with	new workstations, and the	e sergeant's and special of	duty offices	were
	s interior lighting adequa					
		epairs been coordinated with Fa	aller of the control		☑ Yes	□ No
		or defined and clearly understoo			☐ Yes	□ No
					✓ Yes	□No
		are of the supplies available thro			✓ Yes	□No
		ice areas appropriate for the ass			Yes	☑ No
		nt in specialized office areas me			✓ Yes	□No
		ms meet the needs of all employ		disabilities?	Yes	□No
		ble in both the men's and wome			☐ Yes	☑ No
		ortably change clothes at the sa			☐ Yes	☑ No
		both personal lockers and equip	oment lockers?		☐ Yes	☑ No
	there full length mirror				☐ Yes	☑ No
(4) Are	e they clean and odor fr	ee, with adequate ventilation?			Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

			and the second second	
(5) Are lockers in good condition, with names posted on	them?		☐ Yes	✓ No
f. Does the employee's room have adequate cabinets and el	lectrical outlets?		☐Yes	☑ No
(1) Are appliances in good working order?			✓ Yes	□No
g. Are bulletin boards sufficient for Area needs?			✓ Yes	□No
(1) Are they neat and orderly?			✓ Yes	□No
(2) Is there a system for purging old information?	.,			□No
(3) Do posted items have a removal date?			☐ Yes	□No
(4) Are bulletin boards in good condition?			✓ Yes	□No
h. When was the last inventory of items stored inside the fac	ility? Currently in progr	ess		, , , , , , , , , , , , , , , , , , , ,
(1) Are items arranged in a logical manner?			✓ Yes	□No
(2) Are there surplus items that should be returned to Sup	oply Services?	***************************************	✓ Yes	□No
(3) What security is provided after normal business hours	? Dispatch personnel	are on site 24 hours per day	, 7 days per v	veck Back
lot is gated and secured after business hours.		7000		
3. EXTERIOR APPEARANCE	3/25/2009	Yes - in progress	CORRECTES)
a. Overall, what is the general appearance of the exterior of the	he facility? Good, Fac	ility was recently painted, w	hich improv	ed the
exterior appearance significantly.		01		
b. Are all painted surfaces neat and clean, free of peeling pain	nt?		Yes	□No
c. Is the outside lighting adequate and in good repair?			✓ Yes	□No
d. Is the building clearly identified?			✓ Yes	□No
e. Is the gas station clean and in good repair?			✓ Yes	□No
(1) Does the gas station have a fire extinguisher readily a	vailable?	111111111111111111111111111111111111111	✓ Yes	□No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air operating properly?	and water hoses, and s	shut off switches	✓ Yes	□No
f. Is the paved parking area clean and in good condition?			✓ Yes	□No
(1) Are parking lines clearly painted?			✓ Yes	□No
(2) Is the violation clearance area for the public clearly mar	-ked?	Wall Hall	Yes	 ☑ No
(3) Is there disabled parking available?			✓ Yes	 □ No
(4) Is there a parking area designated for motorcycles?			☐ Yes	☑ No
AUXILIARY POWER	3/25/2009	Yes - in progress	CORRECTED	
a. Has the efficiency of the auxiliary power unit been tested?	Processor and	T. 20 III progress	☑ Yes	□ No
b. Who knows how to start the unit should the self-starter fail?	Administrative Sergea	nt and Automotive Technic		
c. Are operating instructions posted and easy to understand?	3		✓ Yes	□No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

d. Is there a notice posted identifying who to contact should t			☑ Yes	□ No
e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?			✓ Yes	□No
f. How often is the fuel supply replenished? Approximately twice per week.				
(1) At what level is it refilled? 90% (of 10,000 gallon tank)			
g. Are there adequate numbers of emergency power outlets?	7		✓ Yes	□No
(1) Are they distinctively marked?			☑ Yes	 □ No
E. EMPLOYEE PROTECTION AND FACILITY SECURITY	EVALUATED	ACTION REQUIRED	CORRECTE	
a. Does Area have a written Emergency Action Plan?	3/25/2009	No		
b. Does the plan have procedures for safeguarding employees	during all home of		✓ Yes	□ No
(1) Does it have general facility security and building evacu		gencies?	✓ Yes	□ No
(2) Does the plan work?	lation procedures?		✓ Yes	□ No
(3) Are there sufficient management controls?			✓ Yes	□No
			✓ Yes	□ No
plan designate daties and responsibilities to specif		· · · · · · · · · · · · · · · · · · ·	✓ Yes	□No
(1) Are both uniformed and nonuniformed employees include	ded?		✓ Yes	□No
(2) Are employees informed of their responsibilities?			✓ Yes	□No
(3) Has the commander taken all responsible steps available				□No
(4) Has the commander visited the facility after normal busin in place?	ness hours to ensure sec	curity measures are	✓ Yes	□No
d. Does the plan address dispatcher security?			✓ Yes	□No
(1) How do Public Safety Dispatchers feel about the security	/ provided? Dispatcher	s are satisfied with site s	ecurity (many	park their
vehicles in the public lot).				
(2) Can dispatchers deal with the public without admitting th	em into the building?	**************************************	 ✓ Yes	□No
(3) Should modifications be made to provide better security?			☐ Yes	☑ No
(a) Would intercoms improve security?			☑ Yes	□ No
(4) How often are two or more dispatchers on duty? 24 hou	rs per day / 7 days per w	reek	V Tes	[] I/O
	,			
(5) How often are supervisors or other personnel in the buildi	ng after normal business	s hours? Dispotal name	annal ann in t	
24 hours per day, 7 days per week.		s hours? Dispatch pers	sound are in t	ne building
(6) Are maximum safety and security measures taken within	Communications centers	2	(-1) V4	
Has training been given for all types of emergency situations?		:	✓ Yes	□ No
(1) Have both uniformed and nonuniformed been given the tra			✓ Yes	□ No
	anning / 		✓ Yes	□No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FACILITY MAINTENANCE AND SECURITY

	(2) Does the training include building evacuation produces			☑ Yes	□ No
-	(3) Do all employees know where fire extinguisher an	d first aid kits are located?			□No
_	(a) Do they know how to use them?			✓ Yes	□No
	(4) Have all employees read the Emergency Action P	lan?		✓ Yes	□No
	(a) Do they know where it's located?			✓ Yes	□No
f	Does the building contain asbestos?	-		✓ Yes	□No
	(1) Are employees given a copy of the annual asbesto	os report to read?		Yes	□No
	(2) Are new employees notified of the presence of ask	pestos within 15 days of reportin	g to work?	 ✓ Yes	□ No
	(3) Is a copy of the notice posted on the employee or	 ✓ Yes	□No		
	(4) Do employees know what to do if they encounter a	✓ Yes	 □ No		
9	Are fire extinguishers provided and serviced as required		e Code?	✓ Yes	□ No
	(1) Are first aid kits provided as required by the State A			☑ Yes	□No
	(2) Is STD 621, Notice to State Employees, posted and			✓ Yes	□ No
	(3) What is the condition of other emergency equipmen	nt such as fire hoses, sprinkler s	systems, etc.? Good.	Recent Fire	
	inspection in early 2008.				
h.	Is there a Hazardous Materials Business Plan on file with	th the local implementing agenc	y as required?	✓ Yes	
	(1) Have changes or updates been sent to the implement			✓ Yes	□ No
. SA	FETY INSPECTION	EVALUATED 2/05/2000	ACTION REQUIRED	CORRECTED	
a.	Has a facility safety inspection been conducted by the A by HPM 10.6, Occupational Safety Manual?	3/25/2009 rea Occupational Safety Comm	Yes - in progress ittee as required	✓ Yes	C) No
b.	Has the CHP 113A, Safety Inspection Checklist, been co	ompleted?		✓ Yes	□ No
	What improvements have been made by the commande		inspection? C		□ No
	sealed to extend life of parking surface.	and a vocal of the most recent		back parkin	g lot were
1	1) If recommendations required budgeting, have items	heen nut into the hudget curne	no filo?		
	las the size of the operation outgrown the facility?		ise lile?	☑ Yes	□ No
	If so, what remedial action has been taken? Bakers	field Area undansant E. W.		✓ Yes	□ No
	the list for a new facility. The site selection areas	for the new Carlly	evaluation in 2007 and	was placed	at the top of
	the list for a new facility. The site selection process inadequate for the number of employees assigned.	for the new facility has already	begun. The existing of	office is very	old and
	t and married of employees assigned.				

AREA MANAGEMENT EVALUATION SUPPLEMENT

SECTIONS	COMMENTS DATE: 03:25:2009
2. b.	
	Layout of office is unorganized. Special duty personnel are spread out in three different areas.
	Sergeant's office has insufficient number of workstations, and dispatch center is extremely crampe
	for the number of personnel,
2. e. 1.	Both the men's and women's locker rooms are extremely cramped. When employees are changing
	it is difficult for other employees to walk by.
2. c. 2.	Area has small equipment lockers which are inadequate for officers' assigned equipment (i.e. WM
	bags, campaign hats, etc.)
, e, 3,	There are long mirrors in both locker rooms, but they do not extend to the floor.
, e. 5,	Lockers are in various stages of condition. Some are old and dented, others are new.
<u>. f.</u>	The employees room has very few cabinets (inadequate for number of employees)
. g. 2 & 3	Admin Sergeant routinely checks boards and discards outdated information. Posters are dated who
	they are posted and the oldest ones removed when new ones arrive.
ſ, 2.	Area has no designated area for violation clearance. Public parking lot is inadequate for large
	commercial vehicles, which must park at neighboring businesses or on side streets when seeking
	clearance of violations.
F. 4.	There is no designated motorcycle parking area in the public lot. The back employee lot has a
	designated cement pad for motorcycle parking.
	Summary: The inadequacy of the current facility has been clearly documented and the process has
	already begun for obtaining a new facility.

CHP 453D (Rev. 5-06) OPI 009

AREA MANAGEMENT EVALUATION **FACILITY MAINTENANCE AND SECURITY**

kersfield EVALUATED BY

DIVISION Central NUMBER

DATE

Kevin Flom, Sergeant

07/10/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TIPE OF EVALUATION	SUSPENSE DATE	SUSPENSE DATE			
Formal Evaluation Informal Evaluation	10/10/2008	10/10/2008			
Correction Report Commander's review 9//2/08			DATE		
✓ Yes No BY	6t. O. A. Rive F	OA CONT. B.M. SMITH	9/22/08	0	
1. USE AND ADEQUACY OF FACILITY	Yes Yes	ACTION REQUIRED Yes	CORRECTED		
a. Is the facility adequate?			Yes	☑ No	
(1) Have steps been taken to modify or replace	the current facility?		☑ Yes	□ No	
(a) If a leased building, is the owner abidir	g by the terms of the lease agreement	HA	Yes	□ No	
(2) Is a safe, pleasant, efficient environment cre	eated by the arrangement of furniture a	nd equipment?	☑ Yes	☐ No	
(a) Is storage space used effectively?	JASH LAUR AREA ARON	MD ASM Shop	Yes	☑ No	
(b) Is lighting adequate?		Ų	☑ Yes	□No	
(c) Are there provisions for the prompt repr	air of the facility (plumbing, heating, etc	:.)?	☑ Yes	☐ No	
(d) Does the interior of the facility have a n	eat, businesslike appearance?		☐ Yes	☑ No	
!. INTERIOR APPEARANCE	Yes Yes	ACTION REQUIRED Yes	CORRECTED		
a. What is the condition of the floors, walls, ceiling,	hallways, and counter tops?	irty.			
		20 20022			
(1) Is interior lighting adequate?			☑ Yes	☐ No	
(2) If leased, have needed repairs been coordin	ated with Facilities Section?	[A	☐ Yes	□No	
(3) Are the duties of the janitor defined and clea	rly understood?		☑ Yes	☐ No	
(a) Is the janitor fully aware of the supplies	available through the requisition proce	ss?	☑ Yes	☐ No	
b. Is the layout of the general office areas appropria	ate for the assigned personnel or class	fication?	☑ Yes	☐ No	
c. Does the layout and equipment in specialized off	ice areas meet the needs of each spec	ialized function?	√ Yes	☐ No	
d. Does the layout of the restrooms meet the needs	of all employees, including those with	disabilities?	☑ Yes	☐ No	
e. Is there sufficient space available in both the mer	n's and women's locker rooms?		Yes	☑ No	
(1) Can several officers comfortably change clot	hes at the same time?		Yes	☑ No	
(2) Is there enough space for both personal lock	ers and equipment lockers?		☐ Yes	☑ No	
(3) Are there full length mirrors?			☑ Yes	☐ No	
(4) Are they clean and odor free, with adequate	ventilation?		☑ Yes	□ No	

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

2.44	(101.0.0)				
	(5) Are lockers in good condition, with names posted on	them?		☐ Yes	☑ No
_	f. Does the employee's room have adequate cabinets and el	ectrical outlets?		√ Yes	☐ No
	(1) Are appliances in good working order?			√ Yes	□ No
	g. Are bulletin boards sufficient for Area needs?		✓ Yes	☐ No	
	(1) Are they neat and orderly?		- 11	☑ Yes	☐ No
	(2) Is there a system for purging old information?			☑ Yes	☐ No
	(3) Do posted items have a removal date?			☑ Yes	☐ No
	(4) Are bulletin boards in good condition?			√ Yes	☐ No
	h. When was the last inventory of items stored inside the faci	ility? Feb. 2008			
	(1) Are items arranged in a logical manner?			☑ Yes	☐ No
	(2) Are there surplus items that should be returned to Sup	oply Services?	1112	☑ Yes	☐ No
	(3) What security is provided after normal business hours	? Electric secu	rity gate and combination o	door locks.	
					-
3. 1	EXTERIOR APPEARANCE	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED	
8	a. Overall, what is the general appearance of the exterior of the				
-					
t	b. Are all painted surfaces neat and clean, free of peeling pair	nt?		√ Yes	□ No
	c. Is the outside lighting adequate and in good repair?			Yes	☑ No
d	d. Is the building clearly identified?	N		☑ Yes	☐ No
e	e. Is the gas station clean and in good repair?		STORIES OF THE PARTY OF THE PAR	√ Yes	☐ No
	(1) Does the gas station have a fire extinguisher readily a	vailable?		√ Yes	□No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air	and water hoses, and	shut off switches		
	operating properly?			✓ Yes	☐ No
	. Is the paved parking area clean and in good condition?			☑ Yes	□ No
_	(1) Are parking lines clearly painted?			☑ Yes	☐ No
	(2) Is the violation clearance area for the public clearly ma	rked?		Yes	□ No
	(3) Is there disabled parking available?			✓ Yes	□ No
-	(4) Is there a parking area designated for motorcycles?			✓ Yes	☐ No
. A	UXILIARY POWER	Yes	Yes	CORRECTED	
а.	. Has the efficiency of the auxiliary power unit been tested?			✓ Yes	☐ No
b.	. Who knows how to start the unit should the self-starter fail?	Admin. Sergeant an	d ASM will le	ARN	
c.	Are operating instructions posted and easy to understand?			✓ Yes	☐ No
					282 311 312

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

HAKE.	. 100	D (1/ev. 5-00) OF 1 009				
	d, Is	there a notice posted identifying who to contact should the u	ınit fail?		√ Yes	☐ No
	e. D	e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?				☐ No
	f. He	ow often is the fuel supply replenished? Propane/Monthly	,			
				3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3		
	(1) At what level is it refilled? 50%				
	g. A	re there adequate numbers of emergency power outlets?			√ Yes	☐ No
	(1) Are they distinctively marked?			☑ Yes	☐ No
5.	EMP	OYEE PROTECTION AND FACILITY SECURITY	Yes	ACTION REQUIRED Yes	CORRECTED	
	a. D	oes Area have a written Emergency Action Plan?			✓ Yes	☐ No
ŀ	o. D	oes the plan have procedures for safeguarding employees du	uring all types of	emergencies?	√ Yes	☐ No
_	(1)	Does it have general facility security and building evacuati	on procedures?	1	√ Yes	☐ No
	(2)	Does the plan work?				☐ No
	(3)	Are there sufficient management controls?			✓ Yes	☐ No
C	. Do	es the plan designate duties and responsibilities to specific	employees?		√ Yes	☐ No
	(1)	Are both uniformed and nonuniformed employees included	! ?		☑ Yes	☐ No
	(2)	Are employees informed of their responsibilities?			✓ Yes	☐ No
	(3)	Has the commander taken all responsible steps available t	to provide securit	y?	✓ Yes	☐ No
	(4)	Has the commander visited the facility after normal busines in place?	ss hours to ensu	re security measures are	√ Yes	☐ No
d	. Do	es the plan address dispatcher security?			√ Yes	☐ No
	(1)	How do Public Safety Dispatchers feel about the security p	provided?	Back doors are often left	unlocked or prop	oed open.
	(2)	Can dispatchers deal with the public without admitting then	n into the building	g?	√ Yes	□ No
	(3)	Should modifications be made to provide better security?			√ Yes	☐ No
		(a) Would intercoms improve security?			Yes	☑ No
	(4)	How often are two or more dispatchers on duty?	Daily.			
	(5)	How often are supervisors or other personnel in the buildin	g after normal bu	siness hours? Daily.		
	(6)	Are maximum safety and security measures taken within co	ommunications c	enters?	√ Yes	☐ No
e.	Has	training been given for all types of emergency situations?	-147	22 23.33 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	☑ Yes	□No
	(1)	Have both uniformed and nonuniformed been given the train	ining?		☑ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	-					
	(2)	Does the training include building evacuation procedur	es?		√ Yes	☐ No
	(3)	Do all employees know where fire extinguisher and firs	t aid kits are located	?	√ Yes	☐ No
		(a) Do they know how to use them?			√ Yes	☐ No
	(4)	Have all employees read the Emergency Action Plan?			√ Yes	□ No
		(a) Do they know where it's located?			√ Yes	☐ No
f.	Doe	s the building contain asbestos?			Yes	☑ No
	(1)	Are employees given a copy of the annual asbestos rep	port to read?	Will 2 - 11 - 2 - 2011 17 - 2 - 2	√ Yes	☐ No
	(2)	Are new employees notified of the presence of asbesto	s within 15 days of r	eporting to work?	√ Yes	☐ No
	(3)	Is a copy of the notice posted on the employee or occu	pational safety bulle	tin board?	√ Yes	☐ No
	(4)	Do employees know what to do if they encounter asbes	stos in the building?		√ Yes	☐ No
g	. Are	fire extinguishers provided and serviced as required by	the California Admir	nistrative Code?	√ Yes	☐ No
	(1)	Are first aid kits provided as required by the State Admi	inistrative Manual?	.,	√ Yes	☐ No
	(2)	ls STD 621, Notice to State Employees, posted and up	to date?	V (minute)	√ Yes	☐ No
	(3)	What is the condition of other emergency equipment su	ich as fire hoses, spi	rinkler systems, etc.?	N/A	

h.	Is th	ere a Hazardous Materials Business Plan on file with th	e local implementing	g agency as required?	☑ Yes	☐ No
	(1)	Have changes or updates been sent to the implementin	ig agency?		√ Yes	☐ No
i. S	4FET	INSPECTION	Yes	ACTION REQUIRED NO	CORRECTED	
a.	Has by H	a facility safety inspection been conducted by the Area PM 10.6, Occupational Safety Manual?	Occupational Safety	/ Committee as required	√ Yes	☐ No
b.	Has	the CHP 113A, Safety Inspection Checklist, been comp	leted?		☑ Yes	☐ No
c.	Wha	t improvements have been made by the commander as	a result of the most	recent inspection? N/A		
			7			
	(1) I	f recommendations required budgeting, have items bee	en put into the budge	et suspense file?	☐ Yes	□No
d.	Has t	he size of the operation outgrown the facility?			√ Yes	☐ No
	(1)	f so, what remedial action has been taken? A new	v Area office is on th	ne drawing board.		
).			

Supplemental to CHP435D Form:

1. USE AND ADEQUACY OF FACILITY

a: New facility is in the planning stages

(2)(a): Car Port/Wash Bay is filled with numerous items.

Action: Custodian/ASMs will clean and return unused items to Sacramento via 266.

(2)(d): Custodian has been given a daily checklist for duties to be completed to fulfill the expectations of the Area.

2. INTERIOR APPEARANCE:

- (3) Check list recently approved for the custodian stating expectations.
- a: Custodian has been given a daily checklist for duties.
- e: (1&2) New facility is in the planning stages.
- 5. Lockers are in fair condition with several missing names. Admin. Sergeant notified for correction.

3. EXTERIOR APPEARANCE:

- c. Night lights around the facility and parking lot are burned out. Custodian and Admin. sergeant will make corrections.
- e.(1): Training on the location of the island fire extinguisher is needed

4. AUXILIARY POWER:

Custodian needs to clean out area for easier access in case of an emergency.

5. EMPLOYEE PROTECTION AND FACILITY SECURITY

(d)(1)(3): ASM s should ensure back doors are locked and secured.

6. Correction report to be submitted within 30 days (10/10/08) by Sergeant Flom verifying the above corrections have been made.

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DIVISION OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION
FACILITY MAINTENANCE AND SECURITY

50		
AREA	DIVISION	NUMBER
Bakersfield	Central	
EVALUATED BY		DATE
Kevin Flom, Serg	eant	10/10/2008

CHP 453D (Rev. 5-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE			
Formal Evaluation	Informal Evaluation	10/10/2008			
FOLLOW-UP REQUIRED		COMMANDER'S REVIEW 10 17	COMMANDER'S REVIEW 1017108		,
☐ Yes ☑ No	BY Sgt. Kevin Flom	_ Ct. D. A. Rine	FOR COPT. B.M. SMITH	10/27/	, 08
1. USE AND ADEQUACY O	PF FACILITY	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. Is the facility adequate	e?			Yes	☑ No
(1) Have steps been	taken to modify or replace the current	facility?		☑ Yes	☐ No
(a) If a leased by	uilding, is the owner abiding by the ter	ms of the lease agreement?		☐ Yes	☐ No
(2) Is a safe, pleasan	t, efficient environment created by the	arrangement of furniture ar	nd equipment?	☑ Yes	□No
(a) Is storage sp	ace used effectively?			☑ Yes	☐ No
(b) Is lighting add	equate?			☑ Yes	□No
(c) Are there pro	visions for the prompt repair of the fac	cility (plumbing, heating, etc.)?	☑ Yes	□No
(d) Does the inte	rior of the facility have a neat, busines	sslike appearance?		Yes	☑ No
. INTERIOR APPEARANCE EVALUATED ACTION REQUIRED Yes No			CORRECTED		
a. What is the condition of	of the floors, walls, ceiling, hallways, a	nd counter tops?			
W-22 - 22 - 27 - 27 - 27 - 27 - 27 - 27					
(1) Is interior lighting a	adequate?			☑ Yes	☐ No
(2) If leased, have nee	eded repairs been coordinated with Fa	acilities Section?		Yes	□No
(3) Are the duties of the	ne janitor defined and clearly understo	od?		☑ Yes	☐ No
(a) Is the janitor f	ully aware of the supplies available th	rough the requisition proces	ss?	☑ Yes	☐ No
b. Is the layout of the gen	eral office areas appropriate for the as	ssigned personnel or classi	ication?	☑ Yes	☐ No
c. Does the layout and eq	uipment in specialized office areas me	eet the needs of each spec	alized function?	√ Yes	☐ No
d. Does the layout of the r	estrooms meet the needs of all emplo	yees, including those with	disabilities?	☑ Yes	☐ No
e. Is there sufficient space	available in both the men's and wom	nen's locker rooms?		Yes	☑ No
(1) Can several officer	s comfortably change clothes at the s	ame time?		☐ Yes	☑ No
(2) Is there enough sp	ace for both personal lockers and equ	uipment lockers?	110	Yes	☑ No
(3) Are there full length	n mirrors?			☑ Yes	☐ No
(4) Are they clean and	odor free, with adequate ventilation?			☑ Yes	☐ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

				201 1200	7 1 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
-			perating instructions posted and easy to understand?	<u> </u>		✓ Yes	☐ No
_				lmin. Sergeant a	nd ASM	⊻I fes	□ No
_		-	ne efficiency of the auxiliary power unit been tested?	Yes	No	☑ Yes	
	AUX		RY POWER	EVALUATED	ACTION REQUIRED	CORRECTED	☐ No
_	<u> </u>		s there a parking area designated for motorcycles?			☑ Yes ☑ Yes	□ No
-			s there disabled parking available?			Yes	□ No
_			s the violation clearance area for the public clearly marked	2		✓ Yes	□ No
_			Are parking lines clearly painted?			☑ Yes	□ No
_			pared parking area clean and in good condition?	water noses, an	a shut on SWITCHES	☑ Yes	□ No
_			Are the fuel dispenser, vapor recovery hose/nozzle, air and		ad shut off switches	✓ Yes	□ No
-			Does the gas station have a fire extinguisher readily availa	hla?	***************************************	✓ Yes	□ No
_			e gas station clean and in good repair?			✓ Yes	□ No
_			e building clearly identified?			✓ Yes	□ No
-			e outside lighting adequate and in good repair?			✓ Yes	□ No
_	b	Are ·	all painted surfaces neat and clean, free of peeling paint?			[7] · ·	
	a.	Ove	rall, what is the general appearance of the exterior of the fa	cility? Go	od		11
3.	EX	ΓERI	OR APPEARANCE	EVALUATED Yes	ACTION REQUIRED No	CORRECTED	
		(3)	What security is provided after normal business hours?	Electric sec	urity gate and combination	door locks.	
		(2)	Are there surplus items that should be returned to Supply 9	Services?		√ Yes	□ No
_			Are items arranged in a logical manner?			☑ Yes	☐ No
	h.	Wh	en was the last inventory of items stored inside the facility?	Feb. 2008			
7		(4)	Are bulletin boards in good condition?			✓ Yes	□ No
		(3)	Do posted items have a removal date?			✓ Yes	No
		(2)	Is there a system for purging old information?		3170	✓ Yes	□ No
	-	(1)	Are they neat and orderly?			✓ Yes	No
-	g.		bulletin boards sufficient for Area needs?			✓ Yes	No
-			Are appliances in good working order?		31 831	✓ Yes	□ No
-	f.	Doe	es the employee's room have adequate cabinets and electric			✓ Yes	□ No
		(5)	Are lockers in good condition, with names posted on them	?		√ Yes	

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

_						
	d. Is there a notice posted identifying who to contact should the unit fail?					☐ No
	e. D	Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?				☐ No
_	f. He	ow often is the fuel supply replenished? Propane/Monthly	×			
	(1) At what level is it refilled? 50%				
	g. A	re there adequate numbers of emergency power outlets?			✓ Yes	☐ No
	(1) Are they distinctively marked?			√ Yes	☐ No
5. 1	EMP	LOYEE PROTECTION AND FACILITY SECURITY	Yes	ACTION REQUIRED NO	CORRECTED	
- 6	a. D	oes Area have a written Emergency Action Plan?		******	☑ Yes	☐ No
t	o. D	oes the plan have procedures for safeguarding employees du	ring all types of e	mergencies?	✓ Yes	☐ No
	(1) Does it have general facility security and building evacuation	on procedures?		√ Yes	☐ No
-	(2) Does the plan work?			✓ Yes	☐ No
	(3)	Are there sufficient management controls?			☑ Yes	☐ No
	. Do	pes the plan designate duties and responsibilities to specific e	employees?		☑ Yes	☐ No
	(1) Are both uniformed and nonuniformed employees included?					☐ No
_	(2)	Are employees informed of their responsibilities?			☑ Yes	☐ No
	(3) Has the commander taken all responsible steps available to provide security?					☐ No
	(4)	Has the commander visited the facility after normal busines in place?	ss hours to ensure	security measures are	☑ Yes	☐ No
d	. Do	es the plan address dispatcher security?			☑ Yes	☐ No
	(1)	How do Public Safety Dispatchers feel about the security p	rovided?	Good.		-
		241				***************************************
	(2)	Can dispatchers deal with the public without admitting them	into the building?)	✓ Yes	□ No
	(3)	Should modifications be made to provide better security?			☑ Yes	☐ No
		(a) Would intercoms improve security?			☐ Yes	☑ No
	(4)	How often are two or more dispatchers on duty?	Daily.			
	(5)	How often are supervisors or other personnel in the building	g after normal bus	iness hours? Daily.		
	(6)	Are maximum safety and security measures taken within co	mmunications ce	nters?	☑ Yes	□No
е.	Has	s training been given for all types of emergency situations?			☑ Yes	☐ No
	(1)	Have both uniformed and nonuniformed been given the train	ning?		☑ Yes	☐ No

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

	(2)	Does the training include building evacuation procedur	es?		☑ Yes	☐ No
	(3)	Do all employees know where fire extinguisher and firs	t aid kits are located?		√ Yes	☐ No
-		(a) Do they know how to use them?	- 11710		√ Yes	☐ No
	(4)	Have all employees read the Emergency Action Plan?			√ Yes	☐ No
		(a) Do they know where it's located?			☑ Yes	☐ No
f.	Doe	es the building contain asbestos?			☐ Yes	☑ No
	(1)	Are employees given a copy of the annual asbestos rep	port to read?		☑ Yes	☐ No
	(2)	Are new employees notified of the presence of asbesto	s within 15 days of reporting	to work?	☑ Yes	□No
	(3)	Is a copy of the notice posted on the employee or occu	pational safety bulletin board	1 ?	☑ Yes	☐ No
	(4) Do employees know what to do if they encounter asbestos in the building?					☐ No
g.	Are	Are fire extinguishers provided and serviced as required by the California Administrative Code?			☑ Yes	□No
	(1)	Are first aid kits provided as required by the State Admi	nistrative Manual?		✓ Yes	□No
	(2)	Is STD 621, Notice to State Employees, posted and up	to date?		√ Yes	☐ No
	(3)	What is the condition of other emergency equipment su	ch as fire hoses, sprinkler s	/stems, etc.?	N/A	
		/2.				
h.	ls th	iere a Hazardous Materials Business Plan on file with the	e local implementing agency	as required?	√ Yes	☐ No
	(1)	Have changes or updates been sent to the implementin	g agency?		☑ Yes	☐ No
. SA	\FET\	YINSPECTION	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
а.	Has by H	a facility safety inspection been conducted by the Area IPM 10.6, Occupational Safety Manual?	Occupational Safety Commi	ttee as required	☑ Yes	□No
b.	Has	the CHP 113A, Safety Inspection Checklist, been compl	leted?		✓ Yes	□No
c.	What	t improvements have been made by the commander as	a result of the most recent i	nspection? N/A		
	(1)					
		f recommendations required budgeting, have items been	n put into the budget susper	nse file?	Yes	☐ No
		the size of the operation outgrown the facility?			☑ Yes	☐ No
	(1) 11	f so, what remedial action has been taken? A new	Area office is on the drawing	ng board.	Williams V	

Supplemental to CHP435D Form:

1. USE AND ADEQUACY OF FACILITY

a: New facility is in the planning stages

(2)(a): Car Port/Wash Bay is filled with numerous items.

Action: Custodian/ASMs will clean and return unused items to Sacramento via 266.**** Process is still being performed*****

(2)(d): Custodian has been given a daily checklist for duties to be completed to fulfill the expectations of the Area. *****Custodian has been following checklist.****

2. Interior Appearance

5. Lockers are in fair condition with several missing names. Admin. Sergeant notified for correction. **** corrected****

3. EXTERIOR APPEARANCE:

- c. Night lights around the facility and parking lot are burned out. Custodian and Admin. sergeant will make corrections.**** CalTrans will or has replaced light bulbs and state electricians will repair any wiring problems.****
- e.(1): Training on the location of the island fire extinguisher is needed. ****briefed****

4. AUXILIARY POWER:

Custodian needs to clean out area for easier access in case of an emergency. ****corrected****

5. EMPLOYEE PROTECTION AND FACILITY SECURITY

(d)(1)(3): ASM's should ensure back doors are locked and secured ****ASM and Front Desk Officer notified.****

6. Correction report to be submitted within 30 days (10/10/08) by Sergeant Flom verifying the above corrections have been made. ****Done 10-16-08****

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA DIVISION		NUMBER		
Grapevine Insp. Fac. Central		424		
EVALUATED BY		DATE		
S. A. Netzer		03/16/2009		

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	211 21 P 211211 2112 212 22 24 25 211 21	Jan Jo Haman III			
TYPE OF EVALUATION Formal Evaluation	Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW		DATE	
☐ Yes ☑ No	BY	S. A. Netzer		09/16/20	08
1. USE AND ADEQUACY OF	FACILITY	EVALUATED X	ACTION REQUIRED	CORRECTE	D
a. Is the facility adequate?	A lisa a comment of a			Yes	☑ No
(1) Have steps been ta	ken to modify or replace the current	facility?		✓ Yes	□No
(a) If a leased build	ding, is the owner abiding by the ter	ms of the lease agreemen	t?	✓ Yes	□No
(2) Is a safe, pleasant,	efficient environment created by the	arrangement of furniture	and equipment?	✓ Yes	□No
(a) Is storage space	e used effectively?			✓ Yes	□No
(b) Is lighting adeq	uate?			✓ Yes	□No
(c) Are there provis	sions for the prompt repair of the fac	cility (plumbing, heating, et	c.)?	✓ Yes	□No
(d) Does the interio	or of the facility have a neat, busines			✓ Yes	□No
2. INTERIOR APPEARANCE		EVALUATED	ACTION REQUIRED	CORRECTED)
a. What is the condition of t	the floors, walls, ceiling, hallways, a	nd counter tops? Needs	general repair to all list	æd.	
(1) Is interior lighting add	equate?			✓ Yes	□No
(2) If leased, have need	ed repairs been coordinated with Fa	acilities Section?	1101112	✓ Yes	□No
(3) Are the duties of the	janitor defined and clearly understo	od?	- south II	✓ Yes	□No
(a) Is the janitor fully	aware of the supplies available the	rough the requisition proce	ess?	✓ Yes	□No
b. Is the layout of the genera	al office areas appropriate for the as	ssigned personnel or class	sification?	✓ Yes	□No
c. Does the layout and equip	oment in specialized office areas me	eet the needs of each spe	cialized function?	✓ Yes	□No
d. Does the layout of the res	trooms meet the needs of all emplo	oyees, including those with	disabilities?	☐ Yes	☑ No
e. Is there sufficient space a	vailable in both the men's and wom	en's locker rooms?		☐ Yes	✓ No
(1) Can several officers of	comfortably change clothes at the sa	ame time?		✓ Yes	□ No
(2) Is there enough space	e for both personal lockers and equ	ipment lockers?		☐ Yes	☑ No
(3) Are there full length m	nirrors?		0-7	✓ Yes	□ No
(4) Are they clean and od	or free, with adequate ventilation?			✓ Yes	☐ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

(5) Are lockers in good condition, with names posted on them	?		✓ Yes	□No
f. Does the employee's room have adequate cabinets and electric	al outlets?		✓ Yes	□No
(1) Are appliances in good working order?			✓ Yes	□No
g. Are bulletin boards sufficient for Area needs?		-1100	✓ Yes	□No
(1) Are they neat and orderly?			✓ Yes	□ No
(2) Is there a system for purging old information?			✓ Yes	□No
(3) Do posted items have a removal date?		2112 32 111	☑ Yes	□No
(4) Are bulletin boards in good condition?		****	☑ Yes	□No
h. When was the last inventory of items stored inside the facility?				
(1) Are items arranged in a logical manner?			☑ Yes	□No
(2) Are there surplus items that should be returned to Supply S	ervices?		☐ Yes	☑ No
(3) What security is provided after normal business hours? N	/A	-20		

3. EXTERIOR APPEARANCE	EVALUATED	ACTION REQUIRED	CORRECTED)
a. Overall, what is the general appearance of the exterior of the fac	<u> </u>	1		
		** ////		
b. Are all painted surfaces neat and clean, free of peeling paint?		Ne vi	☐Yes	₽ No
c. Is the outside lighting adequate and in good repair?			✓ Yes	□No
d. Is the building clearly identified?			✓ Yes	☐ No
e. Is the gas station clean and in good repair?	- 1/32		Yes	□No
(1) Does the gas station have a fire extinguisher readily availab	ole?		☐ Yes	□No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and	water hoses, and shut of	ff switches		
operating properly?			☐ Yes	□ No
f. Is the paved parking area clean and in good condition?	2		✓ Yes	□No
(1) Are parking lines clearly painted?			☑ Yes	□ No
(2) Is the violation clearance area for the public clearly marked?		87 - 873 	Yes	□ No
(3) Is there disabled parking available?			✓ Yes	□ No
(4) Is there a parking area designated for motorcycles?	Walter 100 to 10		☐ Yes	✓ No
AUXILIARY POWER	EVALUATED X	ACTION REQUIRED	CORRECTED	0.
a. Has the efficiency of the auxiliary power unit been tested?	Same accusation		✓ Yes	□No
b. Who knows how to start the unit should the self-starter fail? Supply	ervisors, Officers			
c. Are operating instructions posted and easy to understand?			✓ Yes	□No
		04.0		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CTT 4000 (Nev. 0 to) CT 1005		
d. Is there a notice posted identifying who to contact should the unit fail?	✓ Yes	□No
e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly t	esting? Yes	□No
f. How often is the fuel supply replenished? As needed		
(1) At what level is it refilled?		
g. Are there adequate numbers of emergency power outlets?	✓ Yes	□No
(1) Are they distinctively marked?	✓ Yes	□No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY SOURCE	REQUIRED CORRECTE	D
a. Does Area have a written Emergency Action Plan?	✓ Yes	□No
b. Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
(1) Does it have general facility security and building evacuation procedures?	✓ Yes	□No
(2) Does the plan work?	✓ Yes	□No
(3) Are there sufficient management controls?	☑ Yes	□No
c. Does the plan designate duties and responsibilities to specific employees?	✓ Yes	□No
(1) Are both uniformed and nonuniformed employees included?	✓ Yes	□No
(2) Are employees informed of their responsibilities?	☑ Yes	□No
(3) Has the commander taken all responsible steps available to provide security?	✓ Yes	□No
(4) Has the commander visited the facility after normal business hours to ensure security measu in place?	res are	□No
d. Does the plan address dispatcher security?	Yes	□ No
(1) How do Public Safety Dispatchers feel about the security provided?		
(,) state of the		
(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	□No
(3) Should modifications be made to provide better security?	☐ Yes	□No
(a) Would intercoms improve security?	☐ Yes	□No
(4) How often are two or more dispatchers on duty?		
(5) How often are supervisors or other personnel in the building after normal business hours?	Facility open 24 hours.	
	The state of the s	
		□No
(6) Are maximum safety and security measures taken within communications centers?	☐ Yes	
(6) Are maximum safety and security measures taken within communications centers?e. Has training been given for all types of emergency situations?	☐ Yes	□No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

(2) Does the training include building evacuation procedures?	✓ Yes	□No
(3) Do all employees know where fire extinguisher and first aid kits are located?	✓ Yes	□No
(a) Do they know how to use them?	✓ Yes	□No
(4) Have all employees read the Emergency Action Plan?	✓ Yes	□No
(a) Do they know where it's located?	✓ Yes	□No
f. Does the building contain asbestos?	☐ Yes	□No
(1) Are employees given a copy of the annual asbestos report to read?	Yes	□No
(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	Yes	□No
(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	Yes	□No
(4) Do employees know what to do if they encounter asbestos in the building?	□Yes	□No
g. Are fire extinguishers provided and serviced as required by the California Administrative Code?	✓ Yes	□No
(1) Are first aid kits provided as required by the State Administrative Manual?	✓ Yes	□No
(2) Is STD 621, Notice to State Employees, posted and up to date?	✓ Yes	□No
(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? All wor	cing and ins	pected.
h. Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?	✓ Yes	□No
(1) Have changes or updates been sent to the implementing agency?	✓ Yes	□No
SAFETY INSPECTION EVALUATED ACTION REQUIRED	CORRECTED)
a. Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	✓ Yes	□No
b. Has the CHP 113A, Safety Inspection Checklist, been completed?	✓ Yes	□No
c. What improvements have been made by the commander as a result of the most recent inspection? N/A		
(1) If recommendations required budgeting, have items been put into the budget suspense file?	✓ Yes	□No
d. Has the size of the operation outgrown the facility?	✓ Yes	□No
(1) If so, what remedial action has been taken? Facility scheduled for expansion project in 2010.		

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Grapevine Insp. Fac.	Central	Facility Maintenance and Security
Inspected by: S. A. Netzer		Date: 03/16/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Corrective Action Plan Included Total hours expended on the inspection: ☐ Division Level ☐ Command Level Attachments Included 1.5 hours Forward to: Follow-up Required: Central Division ⊠ No ☐ Yes Due Date: 05/05/2009 Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None. Command Suggestions for Statewide Improvement: None.

Minor repairs needed including paint. Facility scheduled for remodel in 2010.

Inspector's Findings:

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Grapevine Insp. Fac.	Central	Facility Maintenance and Security
Inspected by: S. A.	Netzer	Date: 03/16/2009

Page 2	Inspected by: S. A. Netzer	Date: 03/16/2009
Commander's Response: ⊠ Concur or	☐ Do Not Concur (Do Not Concur shall do	cument basis for response)
	**	
		Later states and these
Inspector's Comments: Shall address non a etc.)	concurrence by commander (e.g., findings rev	ised, findings unchanged,
0.0.7		
ж		
:		
Required Action		
Corrective Action Plan/Timeline		
N/A		
	v2	
☐ Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer.	COMMANDER'S SIGNATURE	DATE 04/28/2009
Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	1 1	04/28/2009 DATE
the reviewer.	SA Metz 15	04/28/2009

□ Do not concur

☐ Concur

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA DIVISION		NUMBER
Grapevine Insp. Fac.	Central	4
EVALUATED BY		DATE
S. A. Netzer		09/16/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

V							
TYPE OF			mal Evaluation	SUSPENSE DATE			
FOLLOW	-UP RE	QUIRED	☐ Correction Report	COMMANDER'S REVIEW		DATE	
☐ Y	es	☑ No	BY	S. A. Netzer		09/16/20	08
1. US	EAN	ID ADEQUACY OF FAC	CILITY	EVALUATED X	ACTION REQUIRED	CORRECTED)
a.	Is the	e facility adequate?		14		l ☐ Yes	✓ No
	(1)	Have steps been taken t	to modify or replace the current fac	cility?		✓ Yes	No
-	((a) If a leased building,	is the owner abiding by the terms	of the lease agreement?		☑ Yes	□No
-	(2)	s a safe, pleasant, effici	ent environment created by the ar	rangement of furniture and	d equipment?	✓ Yes	□No
-	(a) Is storage space use	ed effectively?			✓ Yes	□No
-	(b) Is lighting adequate	?		711-1	✓ Yes	□No
	(c) Are there provisions	for the prompt repair of the facility	/ (plumbing, heating, etc.)	?	✓ Yes	□No
	(d) Does the interior of t	the facility have a neat, businesslik	ke appearance?		✓ Yes	□No
2. INT	ERIO	R APPEARANCE		EVALUATED	ACTION REQUIRED	CORRECTED)
a. \	What	is the condition of the fl	oors, walls, ceiling, hallways, and	4	neral repair to all liste	ed.	
						73	
(1) Is	interior lighting adequa	ite?			✓ Yes	□No
(:	2) lf	leased, have needed re	epairs been coordinated with Facil	ities Section?		✓ Yes	□No
(;	3) A	re the duties of the janit	or defined and clearly understood	?		✓ Yes	□No
	(a	a) Is the janitor fully aw	are of the supplies available throu	gh the requisition process	?	✓ Yes	□No
b. Is	s the	layout of the general off	ice areas appropriate for the assig	gned personnel or classific	cation?	✓ Yes	□No
c. D	oes	the layout and equipmen	nt in specialized office areas meet	the needs of each specia	lized function?	✓ Yes	□No
d. D	oes	the layout of the restroo	ms meet the needs of all employe	es, including those with d	isabilities?	☐ Yes	☑ No
e. Is	s ther	e sufficient space availa	able in both the men's and women	's locker rooms?		☐ Yes	☑ No
(1	1) C	an several officers comf	ortably change clothes at the sam	ne time?	2	✓ Yes	□No
(2	2) Is	there enough space for	both personal lockers and equipm	ment lockers?		☐ Yes	☑ No
(3	3) Aı	e there full length mirro	rs?			✓ Yes	□No
(4	l) Ar	e they clean and odor fr	ree, with adequate ventilation?		W. W	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	(5) Are lockers in good condition, with names posted	on them?	100000000000000000000000000000000000000	✓ Yes	□No
f.	Does the employee's room have adequate cabinets and	d electrical outlets?		✓ Yes	□No
	(1) Are appliances in good working order?			✓ Yes	□No
g.	Are bulletin boards sufficient for Area needs?			✓ Yes	□No
	(1) Are they neat and orderly?	3		✓ Yes	□No
	(2) Is there a system for purging old information?			✓ Yes	□No
	(3) Do posted items have a removal date?			✓ Yes	□No
	(4) Are bulletin boards in good condition?				□No
h.	When was the last inventory of items stored inside the	facility?			
	(1) Are items arranged in a logical manner?			✓ Yes	□No
	(2) Are there surplus items that should be returned to	Supply Services?		☐ Yes	☑ No
	(3) What security is provided after normal business ho	ours? N/A			
3. EX	TERIOR APPEARANCE	EVALUATED	ACTION REQUIRED	CORRECTED	
a.	Overall, what is the general appearance of the exterior		ited.		
		Sharpell Section 2	2-12-32-32-31-31-31-31-31-31-31-31-31-31-31-31-31-		
b.	Are all painted surfaces neat and clean, free of peeling	paint?		☐ Yes	☑ No
C.	Is the outside lighting adequate and in good repair?			✓ Yes	□No
d.	Is the building clearly identified?			✓ Yes	□No
e.	Is the gas station clean and in good repair?			☐ Yes	□No
	(1) Does the gas station have a fire extinguisher readi	ily available?		☐ Yes	□No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle	e, air and water hoses, and	shut off switches		. □ Na
	operating properly?			Yes	□ No
т.	s the paved parking area clean and in good condition?			✓ Yes	□ No
	(1) Are parking lines clearly painted?			✓ Yes	□ No
	(2) Is the violation clearance area for the public clearly	marked?		Yes	□ No
	(3) Is there disabled parking available?			✓ Yes	□ No
	(4) Is there a parking area designated for motorcycles?	EVALUATED	ACTION REQUIRED	☐ Yes	☑ No
. AU	(ILIARY POWER	x			
a.	Has the efficiency of the auxiliary power unit been tested	d?		✓ Yes	□No
b.	Who knows how to start the unit should the self-starter f	ail? Supervisors, Officers			

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHE 433D (Rev. 3-00) OF 1009				
d. Is there a notice posted identifying who to contact should	the unit fail?		✓ Yes	□No
e. Does the log indicate Area personnel and Telecommunica	ations Section have conduct	ed weekly testing?	☐Yes	□No
f. How often is the fuel supply replenished? As needed				
(1) At what level is it refilled?				
g. Are there adequate numbers of emergency power outlets:	?		✓ Yes	□No
(1) Are they distinctively marked?			✓ Yes	□No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY	EVALUATED X	ACTION REQUIRED	CORRECTE	5
a. Does Area have a written Emergency Action Plan?			✓ Yes	□No
b. Does the plan have procedures for safeguarding employed	es during all types of emerge	encies?	✓ Yes	□No
(1) Does it have general facility security and building evac	cuation procedures?	110-	✓ Yes	□No
(2) Does the plan work?		· · · · · · · · · · · · · · · · · · ·	✓ Yes	□No
(3) Are there sufficient management controls?			✓ Yes	□No
c. Does the plan designate duties and responsibilities to spec	cific employees?		✓ Yes	□No
(1) Are both uniformed and nonuniformed employees incl	uded?	100,F1K	✓ Yes	□No
(2) Are employees informed of their responsibilities?		ALEXA SERVICE	✓ Yes	□No
(3) Has the commander taken all responsible steps availa	able to provide security?		✓ Yes	□No
(4) Has the commander visited the facility after normal bu in place?	siness hours to ensure secu	urity measures are	✓ Yes	□No
d. Does the plan address dispatcher security?			☐ Yes	☐ No
(1) How do Public Safety Dispatchers feel about the secur	rity provided?			
(2) Can dispatchers deal with the public without admitting	them into the building?	71	☐ Yes	□No
(3) Should modifications be made to provide better securit	ty?		☐ Yes	□No
(a) Would intercoms improve security?		SNER SERVICE	☐ Yes	
(4) How often are two or more dispatchers on duty?				
(5) How often are supervisors or other personnel in the bu	ilding after normal business	hours? Facility oper	1 24 hours.	
(6) Are maximum safety and security measures taken with	in communications centers	?	Yes	□No
e. Has training been given for all types of emergency situation	s?		✓ Yes	□No
(1) Have both uniformed and nonuniformed been given the	e training?		✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION **FACILITY MAINTENANCE AND SECURITY**

	(2) Does the training include building evacuation procedures?	✓ Yes	□No
	(3) Do all employees know where fire extinguisher and first aid kits are located?	✓ Yes	□No
_	(a) Do they know how to use them?	✓ Yes	□No
	(4) Have all employees read the Emergency Action Plan?	✓ Yes	☐ No
	(a) Do they know where it's located?	✓ Yes	□No
f	Does the building contain asbestos?	Yes	□No
	(1) Are employees given a copy of the annual asbestos report to read?	Yes	□No
	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	☐ Yes	□No
	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	☐ Yes	□No
	(4) Do employees know what to do if they encounter asbestos in the building?	☐ Yes	□No
g	. Are fire extinguishers provided and serviced as required by the California Administrative Code?	✓ Yes	□ No
	(1) Are first aid kits provided as required by the State Administrative Manual?	☑ Yes	□No
	(2) Is STD 621, Notice to State Employees, posted and up to date?	☑ Yes	□No
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? All w	orking and ins	pected.
h.	. Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?	✓ Yes	□No
	(1) Have changes or updates been sent to the implementing agency?	✓ Yes	□No
6. S	AFETY INSPECTION EVALUATED ACTION REQUIRED	CORRECTED)
a.	Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	☑ Yes	□No
b.	Has the CHP 113A, Safety Inspection Checklist, been completed?	✓ Yes	□No
C.	What improvements have been made by the commander as a result of the most recent inspection? N/A		
	(1) If recommendations required budgeting, have items been put into the budget suspense file?	✓ Yes	□No
d.	Has the size of the operation outgrown the facility?	✓ Yes	□No
	(1) If so, what remedial action has been taken? Facility scheduled for expansion project in 2010.		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

AREA	DIVISION	NUMBER
Sonora	Central	425
EVALUATED BY		DATE
A. K. Pittman		10/01/2008

CHP 453D (Rev. 5-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	74 III port of portain and and and cappions	SUSPENSE DATE			
Formal Evaluation	☑ Informal Evaluation	10/31/2008			
FOLLOW-UP REQUIRED Yes No	☐ Correction Report	RSCO A	en for La Ayaa	DATE 10/28	2008
I. USE AND ADEQUA	CY OF FACILITY	Yes /	Yes	CORRECTED	
a. Is the facility ade	quate?			☐ Yes	☑ No
(1) Have steps	been taken to modify or replace the curre	nt facility?		✓ Yes	□No
(a) If a leas	ed building, is the owner abiding by the te	erms of the lease agreem	ent?	✓ Yes	□No
(2) Is a safe, pla	easant, efficient environment created by the	he arrangement of furnitu	re and equipment?	☐ Yes	☑ No
(a) Is stora	ge space used effectively?			✓ Yes	□ No
(b) Is lighting	ng adequate?			✓ Yes	□No
(c) Are the	re provisions for the prompt repair of the fa	acility (plumbing, heating	, etc.)?	✓ Yes	□No
(d) Does th	e interior of the facility have a neat, busin	esslike appearance?		✓ Yes	□ No
2. INTERIOR APPEARANCE Yes Yes			CORRECTE)	
a. What is the cond	lition of the floors, walls, ceiling, hallways,	, and counter tops? All	are in good working order	and condition	12
(1) Is interior lig	hting adequate?			✓ Yes	□No
(2) If leased, ha	ve needed repairs been coordinated with	Facilities Section?		✓ Yes	□No
(3) Are the dutie	es of the janitor defined and clearly under	stood?		✓ Yes	□No
(a) Is the ja	nitor fully aware of the supplies available	through the requisition p	rocess?	✓ Yes	□No
b. Is the layout of the	ne general office areas appropriate for the	e assigned personnel or o	classification?	☐ Yes	☑ No
c. Does the layout	and equipment in specialized office areas	meet the needs of each	specialized function?	Yes	☑ No
d. Does the layout	of the restrooms meet the needs of all em	nployees, including those	with disabilities?	☐ Yes	☑ No
e. Is there sufficien	t space available in both the men's and w	vomen's locker rooms?		☐ Yes	☑ No
(1) Can several	officers comfortably change clothes at th	ne same time?		☐ Yes	✓ No
(2) Is there eno	ugh space for both personal lockers and	equipment lockers?		☐ Yes	☑ No
(3) Are there ful	l length mirrors?			☐ Yes	☑ No
(4) Are they cle	an and odor free, with adequate ventilation	on?		☐ Yes	☑ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

	(5) Are lockers in good condition, with names posted of	on them?		✓ Yes	□No
f.	Does the employee's room have adequate cabinets and	d electrical outlets?		☐ Yes	✓ No
	(1) Are appliances in good working order?				□No
g.	Are bulletin boards sufficient for Area needs?			✓ Yes	□No
	(1) Are they neat and orderly?			✓ Yes	□No
	(2) Is there a system for purging old information?			✓ Yes	□No
	(3) Do posted items have a removal date?			✓ Yes	□No
	(4) Are bulletin boards in good condition?			✓ Yes	□No
h.	When was the last inventory of items stored inside the	facility? Inventories in Son	ora are conducted quarterly		
	(1) Are items arranged in a logical manner?			√ Yes	□No
	(2) Are there surplus items that should be returned to	Supply Services?		✓ Yes	□No
	(3) What security is provided after normal business ho	ours? There is security fer	nce around the perimeter wi	th entrance an	d exit gat
	All doors have locks.				
E	XTERIOR APPEARANCE	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED	
а.	Overall, what is the general appearance of the exterior	LDSTON.			
	=				
þ.	Are all painted surfaces neat and clean, free of peeling	paint?	*	☑ Yes	□No
C.	Is the outside lighting adequate and in good repair?			✓ Yes	□No
d.	Is the building clearly identified?			✓ Yes	□ No
e.	Is the gas station clean and in good repair?			☐ Yes	□ No
	(1) Does the gas station have a fire extinguisher read	dily available?	N/A	☐ Yes	□ No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle operating properly?	e, air and water hoses, and	shut off switches	∏Yes	□ No
	operating property.		λ		
f.	Is the paved parking area clean and in good condition?	300 300 300 300 300 300 300 300 300 300			□No
f.		242		✓ Yes	□ No
f.	Is the paved parking area clean and in good condition?				
f.	Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted?			✓ Yes	□No
f.	Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted? (2) Is the violation clearance area for the public clearly (3) Is there disabled parking available?	y marked?	SCONE TATION	✓ Yes	□ No
	Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted? (2) Is the violation clearance area for the public clearly	y marked? S? SEE ATTACHED EVALUATED	SOCUMENTATION ACTION REQUIRED NO	✓ Yes ☐ Yes ✓ Yes	□ No ☑ No □ No ☑ No
	Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted? (2) Is the violation clearance area for the public clearly (3) Is there disabled parking available? (4) Is there a parking area designated for motorcycles UXILIARY POWER	y marked? SEE ATTACHED EVALUATED Yes		✓ Yes ☐ Yes ✓ Yes ☐ Yes	□ No ☑ No □ No ☑ No
A	Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted? (2) Is the violation clearance area for the public clearly (3) Is there disabled parking available? (4) Is there a parking area designated for motorcycles UXILIARY POWER	y marked? SEE ATTRIMED EVALUATED Yes ed?	ACTION REQUIRED	✓ Yes ☐ Yes ☐ Yes ☐ Yes ☐ CORRECTE	No No No No No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

d	I. Is there a notice posted identifying who to contact should the unit fail?	✓ Yes	□No
е	e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?		□No
f.	How often is the fuel supply replenished? The generator is run off of propane. The propane tank is a 1000	gallon tank and	needs to b
	filled every three to four months.	(1)	
	(1) At what level is it refilled? 60%		
g	. Are there adequate numbers of emergency power outlets?	✓ Yes	□ No
	(1) Are they distinctively marked? SEE ATTACHED DOCUMENTATION	Yes	□No
E	EMPLOYEE PROTECTION AND FACILITY SECURITY EVALUATED Yes ACTION REQUIRED NO	CORRECTED)
а	a. Does Area have a written Emergency Action Plan?	☑ Yes	□No
b	Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
	(1) Does it have general facility security and building evacuation procedures?	✓ Yes	□No
	(2) Does the plan work?	☑ Yes	□No
	(3) Are there sufficient management controls?	✓ Yes	□No
c	. Does the plan designate duties and responsibilities to specific employees?		□No
	(1) Are both uniformed and nonuniformed employees included?	✓ Yes	□No
	(2) Are employees informed of their responsibilities?	✓ Yes	□No
	(3) Has the commander taken all responsible steps available to provide security?	✓ Yes	□No
	(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	✓ Yes	□No
d	d. Does the plan address dispatcher security?	☐ Yes	□No
	(1) How do Public Safety Dispatchers feel about the security provided?		
	(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	□ No
	(3) Should modifications be made to provide better security?	☐ Yes	□No
	(a) Would intercoms improve security?	☐ Yes	□No
	(4) How often are two or more dispatchers on duty?		
	(5) How often are supervisors or other personnel in the building after normal business hours?		
-			
-	(6) Are maximum safety and security measures taken within communications centers?	☐ Yes	□No
е	e. Has training been given for all types of emergency situations?	✓ Yes	□ No
-	(1) Have both uniformed and nonuniformed been given the training?	✓ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

		(2) Does the training include building evacuation procedure	es?		✓ Yes	□No
		(3) Do all employees know where fire extinguisher and firs	t aid kits are located?			□No
		(a) Do they know how to use them?	11		✓ Yes	□No
		(4) Have all employees read the Emergency Action Plan?			Yes	□No
		(a) Do they know where it's located?			✓ Yes	□No
_	f.	Does the building contain asbestos?			☐ Yes	☑ No
		(1) Are employees given a copy of the annual asbestos rep	port to read?		☐ Yes	□ No
		(2) Are new employees notified of the presence of asbesto	os within 15 days of reporting	g to work?	☐ Yes	□No
-		(3) Is a copy of the notice posted on the employee or occu	pational safety bulletin boar		☐ Yes	☐ No
		(4) Do employees know what to do if they encounter asbes	stos in the building?		Yes	☐ No
	g.	Are fire extinguishers provided and serviced as required by	the California Administrative	e Code?	√ Yes	□No
		(1) Are first aid kits provided as required by the State Adm	inistrative Manual?		✓ Yes	□No
		(2) Is STD 621, Notice to State Employees, posted and up	to date?		✓ Yes	□No
		(3) What is the condition of other emergency equipment su	uch as fire hoses, sprinkler s	systems, etc.? All are	serviceable.	
	_					
2	h.	Is there a Hazardous Materials Business Plan on file with th	ne local implementing agend	cy as required?	√ Yes	□No
		(1) Have changes or updates been sent to the implementing	ng agency?	-11	✓ Yes	□ No
6.	SA	FETY:INSPECTION	Yes Yes	No REQUIRED	CORRECTED	
	a.	Has a facility safety inspection been conducted by the Area by HPM 10.6, Occupational Safety Manual?	Occupational Safety Comn	nittee as required	☑ Yes	□No
	b,	Has the CHP 113A, Safety Inspection Checklist, been comp	pleted?			□No
	C.	What improvements have been made by the commander as	s a result of the most recent	inspection? The mecl	nanic's area	has been
		cleaned, the entire parking area has been paved and re-strip	ped. More electrical outlets	were placed in the brie	fing room.	Sonora Area
		is actively working with Facilities Section on procuring a I	new facility.			
		(1) If recommendations required budgeting, have items be	en put into the budget susp	ense file?	✓ Yes	□No
	d.	Has the size of the operation outgrown the facility?			✓ Yes	□No
		(1) If so, what remedial action has been taken? Sonora A	Area Commander has been i	n contact with the Facil	ities Section	Commander
		and is actively working with Facilities Section on prod	curing a new facility.			
		See attached documentation.				
-						

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 04 Facility Maintenance and Security

This Command strives to do the best with what we have. Our facility is neat, clean and in good working order. The Area Commander has made several attempts with Facilities Section to solve our problem of overcrowding and lack of available storage space. We are scheduled to have a temporary building placed in our back lot which will be utilized for a briefing room and additional storage. This is a temporary fix to the facility issues in the Sonora Area. We are working with Facilities Section to procure a new facility as soon as possible. Facilities Section has completed their inspection of the Sonora Area facility. Sonora Area and Facilities Section are trying to become part of the planned Law and Justice Center for Tuolumne County.

Section:

1. USE AND ADEQUACY OF FACILITY

The Sonora Area office is inadequate for the number of personnel required to provide service to Tuolumne County. The locker room is completely full of lockers which are all assigned. There is inadequate room to comfortably change when all personnel assigned to a shift are getting ready for work at the same time. There aren't any mirrors in the locker room. The door to the bathroom opens into the locker room creating a hazard to people walking in and out. Signs have been put in place to warn of the hazard. The female bathroom is also the female locker room. For privacy, the one female officer assigned to Area has to utilize the shower space to change. Neither of the bathrooms in the office have exhaust fans or windows for ventilation. The Women's bathroom is also used for storage of office supplies.

There is not enough storage at the Area office for all of the gear required by the Department. Much of the required equipment is stacked on the tire racks in the shop bays. Due to the lack of storage area, three of the four bays in the mechanic's area are used for storage of both equipment and tires. There is only one service bay to work on cars and no bays available for VIN officers to perform inspections.

2. INTERIOR APPEARANCE

There are only three enclosed offices which consist of a Sergeant's Office, the Commander's Office, and the Office Manager's Office. Special Duty Officers are required to sit in front area of the building which is open to all personnel. Their day to day duties are interrupted by employees utilizing the break room, using the copier and other business required of them in the front office. The front lobby area for the public is only large enough to comfortably seat two people while they

Department of California Highway Patrol

AREA MANAGEMENT EVALUATION Chapter 04 Facility Maintenance and Security

2. INTERIOR APPEARANCE (Continued)

are conducting business with office staff.

3. EXTERIOR APPEARANCE

The Sonora Area does not have a fueling station therefore a portion of this section does not apply. The removal of the old underground fuel storage tanks has been completed. Due to the Sonora Area having a short term lease, Area will not be installing an above ground fuel storage tank.

The Area does not have a violation clearing station. The Area does not currently have a problem with parking. Therefore, there is not a current issue with not having an area for violation clearances.

The Area does not have motorcycle parking. We are currently working with Facilities Section to procure a new facility. The issue of motorcycle parking will be addressed in the future.

Sonora Area has installed a new automatic gate opener and security fencing.

4. AUXILIARY POWER

The generator is large enough to run the entire office. Certain outlets are designated for use when using generator power. However, these outlets are not currently labeled. Area will attempt to identify these outlets during upcoming generator tests. Due to the amount of equipment and supplies in the office, this will be a time consuming task to be completed by March 31, 2009.

5. EMPLOYEE PROTECTION AND FACILITY SECURITY

No issues were discovered in this portion of the inspection.

6. SAFETY INSPECTION

alle

No issues were discovered in this portion of the inspection.

A. K. Pittman, #11787

Sergeant

Memorandum

Date:

March 24, 2009

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Buttonwillow Area

File No.:

426.13088

Subject:

AREA MANAGEMENT EVALUATION

The attached informal evaluation was conducted on the Area's Facility Maintenance and Security in accordance with HPG 22.1. The informal evaluation revealed the various functions contained with Chapter 4 are primarily overseen by an Area supervisor assigned to the 0700 shift. The informal evaluation revealed no corrections were needed.

If you have any questions, please feel free to contact me at (661) 764-5580.

D. L. GREEN, Lieutenant

Commander

Buttonwillow Area

Attachments

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

Buttonwillow Central EVALUATED BY 03/24/2009 Officer Sam Arrington CHP 453D (Rev. 5-06) OPI 009

AREA

DIVISION

NUMBER

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION Formal Evaluation Infor	mal Evaluation	SUSPENSE DATE	7		
FOLLOW-UP REQUIRED Yes No	☐ Correction Report	COMMANDER'S REVIEW M. Jrea	. 20	DATE 3/6	24/69
1. USE AND ADEQUACY OF FAC	CILITY	Yes	ACTION REQUIRED No	CORRECT	ED
a. Is the facility adequate?				✓ Yes	□No
(1) Have steps been taken to	o modify or replace the current fac	bility?		☐ Yes	☑ No
(a) If a leased building,	is the owner abiding by the terms	of the lease agreement?		☐ Yes	□No
(2) Is a safe, pleasant, efficie	ent environment created by the arr	rangement of furniture an	d equipment?	✓ Yes	□No
(a) Is storage space use	d effectively?			☑ Yes	□No
(b) Is lighting adequate?				✓ Yes	□No
(c) Are there provisions	for the prompt repair of the facility	(plumbing, heating, etc.)	?	✓ Yes	□No
(d) Does the interior of ti	ne facility have a neat, businesslik	e appearance?		✓ Yes	□No
2. INTERIOR APPEARANCE		Yes Yes	ACTION REQUIRED	CORRECTE	D
a. What is the condition of the flo	ors, walls, ceiling, hallways, and c	counter tops? Floors are	in good condition, the	e walls were	painted
within the last 5 years and the	countertops are in good condition	n.			
		1855			
(1) Is interior lighting adequate	9?			✓ Yes	□ No
(2) If leased, have needed rep	pairs been coordinated with Facilit	ies Section?		Yes	□No
(3) Are the duties of the janito	r defined and clearly understood?		7.1111	✓ Yes	□No
(a) Is the janitor fully awa	re of the supplies available throug	h the requisition process	?	✓ Yes	□No
b. Is the layout of the general office	e areas appropriate for the assign	ned personnel or classific	cation?	✓ Yes	□No
c. Does the layout and equipment	in specialized office areas meet t	he needs of each specia	lized function?	✓ Yes	□No
d. Does the layout of the restroom	s meet the needs of all employee	s, including those with di	sabilities?	☑ Yes	□No
e. Is there sufficient space availab	le in both the men's and women's	locker rooms?		✓ Yes	□No
(1) Can several officers comfor	tably change clothes at the same	time?			□No
(2) Is there enough space for b	oth personal lockers and equipme	ent lockers?		✓ Yes	□No
(3) Are there full length mirrors	?			✓ Yes	□No
(4) Are they clean and odor free	e, with adequate ventilation?			✓ Yes	□No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

(5) Are lockers in good condition, with names pos	sted on them?		☑ Yes	□No
f. Does the employee's room have adequate cabinete	s and electrical outlets?			□ No
(1) Are appliances in good working order?				□No
g. Are bulletin boards sufficient for Area needs?			✓ Yes	□No
(1) Are they neat and orderly?			✓ Yes	□No
(2) Is there a system for purging old information?		(i)	✓ Yes	□No
(3) Do posted items have a removal date?				□ No
(4) Are bulletin boards in good condition?				□ No
h. When was the last inventory of items stored inside	the facility?			
(1) Are items arranged in a logical manner?			✓ Yes	□No
(2) Are there surplus items that should be returned	to Supply Services?		☐ Yes	☑ No
(3) What security is provided after normal business	s hours? The gates remain cl	osed during business hour	s. The side and	l rear doors
remain locked. An armed officer is always pre	sent during business hours.			
3. EXTERIOR APPEARANCE	EVALUATED Yes	ACTION REQUIRED	CORRECTE	D
a. Overall, what is the general appearance of the exter		151/10/200	re washed and	is in good
condition.	- Vir - I - Vir - I - Vir - Vi	10 Table 10		
b. Are all painted surfaces neat and clean, free of peel	ing paint?	0.11.11	✓ Yes	□No
c. Is the outside lighting adequate and in good repair?			☑ Yes	□No
d. Is the building clearly identified?			✓ Yes	□No
e. Is the gas station clean and in good repair?	" "		✓ Yes	□No
(1) Does the gas station have a fire extinguisher re	adily available?		Yes	□No
(2) Are the fuel dispenser, vapor recovery hose/noz operating properly?	zle, air and water hoses, and s	shut off switches	✓ Yes	□No
f. Is the paved parking area clean and in good condition	1?			□No
(1) Are parking lines clearly painted?	· · · · · · · · · · · · · · · · · · ·		✓ Yes	□No
(2) Is the violation clearance area for the public clea	rly marked?		☑ Yes	□No
(3) Is there disabled parking available?			✓ Yes	□No
(4) Is there a parking area designated for motorcycle	es?		☐ Yes	☑ No
AUXILIARY POWER	Yes Yes	ACTION REQUIRED	CORRECTED	
a. Has the efficiency of the auxiliary power unit been tes	ted?		✓ Yes	□No
b. Who knows how to start the unit should the self-starte	or foil? A CM and loniton			
b. Who knows now to start the unit should the self-starte	Hail! Asivi and Jamilot			

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

d.	.	s there a notice posted identifying who to contact should the un	it fail?		☑ Yes	□No
е.	ī	Does the log indicate Area personnel and Telecommunications	Section have conduct	ed weekly testing?	Yes	□No
f.	-	low often is the fuel supply replenished? Semi Annually				9
•						
	(1) At what level is it refilled? 50%				
g.	Α	re there adequate numbers of emergency power outlets?			✓ Yes	□No
	(1	Are they distinctively marked?			✓ Yes	□No
5. EN	ИP	LOYEE PROTECTION AND FACILITY SECURITY	Yes Yes	ACTION REQUIRED No	CORRECTE	D .
a.	D	oes Area have a written Emergency Action Plan?			✓ Yes	□No
b.	D	oes the plan have procedures for safeguarding employees duri	ng all types of emerge	encies?	✓ Yes	□ No
	(1) Does it have general facility security and building evacuation	procedures?		✓ Yes	□No
	(2) Does the plan work?				☐ No
	(3) Are there sufficient management controls?			✓ Yes	□No
C.	Do	pes the plan designate duties and responsibilities to specific em	ployees?			□ No
	(1)	Are both uniformed and nonuniformed employees included?			✓ Yes	□No
	(2)	Are employees informed of their responsibilities?			✓ Yes	□ No
ı	(3)	Has the commander taken all responsible steps available to p	provide security?			□No
	(4)	Has the commander visited the facility after normal business in place?	hours to ensure secu	rity measures are	✓ Yes	□No
d.	Do	es the plan address dispatcher security?		11/4	☐ Yes	☑ No
((1)	How do Public Safety Dispatchers feel about the security pro-	vided?			
(2)	Can dispatchers deal with the public without admitting them in	nto the building?		☐ Yes	□No
(-	3)	Should modifications be made to provide better security?)	☐ Yes	□No
		(a) Would intercoms improve security?			☐ Yes	□No
(4	4)	How often are two or more dispatchers on duty?	211			
(5	5)	How often are supervisors or other personnel in the building a	fter normal business l	nours?		
(6	5)	Are maximum safety and security measures taken within comm	munications centers?	\	☐ Yes	□No
e. H	las	training been given for all types of emergency situations?			✓ Yes	□No
(1)	Have both uniformed and nonuniformed been given the trainin	g?		√ Yes	□No

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

OH	100D (Nev. 0 00) OT 1 000		
	(2) Does the training include building evacuation procedures?	✓ Yes	□No
-	(3) Do all employees know where fire extinguisher and first aid kits are located?	✓ Yes	□ No
	(a) Do they know how to use them?	✓ Yes	□No
	(4) Have all employees read the Emergency Action Plan?	✓ Yes	□ No
	(a) Do they know where it's located?	✓ Yes	□No
f.	Does the building contain asbestos?	☐ Yes	☑No
	(1) Are employees given a copy of the annual asbestos report to read?	☐ Yes	□No
	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	☐ Yes	□No
	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	☐ Yes	□No
	(4) Do employees know what to do if they encounter asbestos in the building?	☐ Yes	□No
g.	Are fire extinguishers provided and serviced as required by the California Administrative Code?	✓ Yes	□No
	(1) Are first aid kits provided as required by the State Administrative Manual?	✓ Yes	□No
	2) Is STD 621, Notice to State Employees, posted and up to date?	✓ Yes	□No
	3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? Smoke D	etectors ar	e working.
h.	s there a Hazardous Materials Business Plan on file with the local implementing agency as required?	✓ Yes	□No
(Have changes or updates been sent to the implementing agency?	☑ Yes	□No
SAF	ETY-INSPECTION EVALUATED ACTION REQUIRED Yes No	CORRECTED)
	las a facility safety inspection been conducted by the Area Occupational Safety Committee as required y HPM 10.6, Occupational Safety Manual?	✓ Yes	□No
b. I	las the CHP 113A, Safety Inspection Checklist, been completed?	✓ Yes	□ No
c. V	/hat improvements have been made by the commander as a result of the most recent inspection? Recently al	l locks hav	re been
C	hanged and the code on the gate keypad has been changed. The lights in the parking have been replaced and the	e timer has	been
E	djusted.	100	
(1) If recommendations required budgeting, have items been put into the budget suspense file?	Yes	□No
	as the size of the operation outgrown the facility?	☐ Yes	☑ No
	If so, what remedial action has been taken?		

The Area's Facility Maintenance and Security conforms to all requirements outlined in HPG 22.1. Chapter 4.

Chir.C

Memorandum

Date:

April 17, 2008

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Buttonwillow Area

File No.:

426.11442

Subject:

AREA MANAGEMENT EVALUATION

The attached informal evaluation was conducted on the Area's Facility Maintenance and Security in accordance with HPG 22.1. The informal evaluation revealed the various functions contained with Chapter 4 are primarily overseen by an Area supervisor assigned to the 0700 shift. The informal evaluation revealed no corrections were needed.

If you have any questions, please feel free to contact me at (661) 764-5580.

D. L. GREEN, Lieutenant

Commander

Buttonwillow Area

Attachments

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Buttonwillow	Central	
EVALUATED BY		DATE
Sgt. Hester		03/22/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUAT	ION			SUSPENSE DATE			
Formal E	valuation	🚺 Informal Evaluation	1	-			
FOLLOW-UP REQU	IRED	Correction	Report	COMMANDER'S REVIEW		DATE	
☐ Yes	☑ No	ВҮ		Me	_2	4.27.	08
1. USE AND	ADEQUACY (OF FACILITY	Table Tabl	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. Is the fa	acility adequat	e?	1999		= <u> </u>	☑ Yes	☐ No
(1) Ha	ve steps been	taken to modify or rej	place the current faci	lity?		Yes	☑ No
(a)	If a leased b	uilding, is the owner a	biding by the terms o	of the lease agreeme	nt?	☐ Yes	☐ No
(2) Is a	safe, pleasai	nt, efficient environme	nt created by the arra	angement of furniture	and equipment?	☑ Yes	☐ No
(a)	Is storage sp	pace used effectively?				☑ Yes	☐ No
(b)	Is lighting ad	equate?				✓ Yes	□ No
(c)	Are there pro	visions for the prompt	repair of the facility	(plumbing, heating, e	tc.)?	☑ Yes	☐ No
(d)	Does the inte	erior of the facility have	e a neat, businesslike	e appearance?		☑ Yes	□ No
2. INTERIOR A	APPEARANC	É		EVALUATED Yes	ACTION REQUIRED	CORRECTED	
painted v	vithin the last	5 years, and the coun	tertops are are in goo	d condition.			
(1) Is in	terior lighting	adequate?				✓ Yes	□ No
(2) If lea	ased, have ne	eded repairs been coo	ordinated with Faciliti	es Section?		Yes	□No
(3) Are t	the duties of the	ne janitor defined and	clearly understood?			√ Yes	☐ No
(a)	ls the janitor f	ully aware of the supp	lies available througl	n the requisition proc	ess?	☑ Yes	☐ No
b. Is the lay	out of the gen	eral office areas appro	priate for the assign	ed personnel or clas	sification?	☑ Yes	☐ No
c. Does the	layout and eq	uipment in specialized	l office areas meet th	ne needs of each spe	ecialized function?	☑ Yes	☐ No
d. Does the	layout of the r	estrooms meet the ne	eds of all employees	s, including those wit	h disabilities?	✓ Yes	☐ No
e. Is there so	ufficient space	e available in both the	men's and women's	locker rooms?		☑ Yes	☐ No
(1) Can s	several officer	s comfortably change	clothes at the same	time?		☑ Yes	□ No
(2) Is the	re enough sp	ace for both personal	lockers and equipme	ent lockers?		☑ Yes	☐ No
(3) Are th	nere full length	mirrors?				☑ Yes	□ No
/1) Are th	nov clean and	odor free with adequa	ate ventilation?			✓ Yes	☐ No

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY CHP 453D (Rev. 5-06) OPI 009

CHP 455D (Rev. 5-60) OF 1 666		
(5) Are lockers in good condition, with names posted on them?	☑ Yes	□ No
f. Does the employee's room have adequate cabinets and electrical outlets?	√ Yes	☐ No
(1) Are appliances in good working order?	√ Yes	☐ No
g. Are bulletin boards sufficient for Area needs?	☑ Yes	☐ No
(1) Are they neat and orderly?	✓ Yes	☐ No
(2) Is there a system for purging old information?	√ Yes	☐ No
(3) Do posted items have a removal date?	✓ Yes	☐ No
(4) Are bulletin boards in good condition?	✓ Yes	☐ No
h. When was the last inventory of items stored inside the facility? January 2008		N. 4
(1) Are items arranged in a logical manner?	✓ Yes	☐ No
(2) Are there surplus items that should be returned to Supply Services?	☐ Yes	☑ No
(3) What security is provided after normal business hours? The gates remain closed during business	s hours. The side	e and rear
doors remain locked. An armed officer is always present during business hours.		
EVALUATED ACTION REQUIRED	CORRECTED	
Good		
a. Overall, what is the general appearance of the extend of the facility:		
b. Are all painted surfaces neat and clean, free of peeling paint?	√ Yes	□No
c. Is the outside lighting adequate and in good repair?	√ Yes	☐ No
d. Is the building clearly identified?	√ Yes	☐ No
e. Is the gas station clean and in good repair?	√ Yes	☐ No
(1) Does the gas station have a fire extinguisher readily available?	√ Yes	☐ No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?	√ Yes	☐ No
f. Is the paved parking area clean and in good condition?	✓ Yes	☐ No
(1) Are parking lines clearly painted?	✓ Yes	☐ No
	✓ Yes	☐ No
	✓ Yes	☐ No
	Yes	✓ No
(4) Is there a parking area designated for motorcycles? EVALUATED ACTION REQUIRED	CORRECTED	
AUXILIARY POWER Yes No		
a. Has the efficiency of the auxiliary power unit been tested?	✓ Yes	□ No
b. Who knows how to start the unit should the self-starter fail? ASM and Janitor		
c. Are operating instructions posted and easy to understand?	✓ Yes	☐ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY CHP 453D (Rev. 5-06) OPI 009 √ Yes ☐ No Is there a notice posted identifying who to contact should the unit fail? Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing? ✓ Yes ☐ No f. How often is the fuel supply replenished? Semi Annually (1) At what level is it refilled? 50 % √ Yes ☐ No g. Are there adequate numbers of emergency power outlets? Yes ☐ No (1) Are they distinctively marked? CORRECTED ACTION REQUIRED **EVALUATED** 5. EMPLOYEE PROTECTION AND FACILITY SECURITY Yes No ✓ Yes ☐ No Does Area have a written Emergency Action Plan? √ Yes ☐ No Does the plan have procedures for safeguarding employees during all types of emergencies? Yes ☐ No (1) Does it have general facility security and building evacuation procedures?

	٠,				
	(2)	Does the plan work?			☐ No
_	(3)	Are there sufficient management controls?		☑ Yes	☐ No
C.	Do	es the plan designate duties and responsibilities to specific employees?		☑ Yes	□ No
	(1)	Are both uniformed and nonuniformed employees included?		√ Yes	☐ No
	(2)	Are employees informed of their responsibilities?		☑ Yes	☐ No
((3)	Has the commander taken all responsible steps available to provide security?		√ Yes	□ No
(4)	Has the commander visited the facility after normal business hours to ensure security mea in place?	sures are	☐ Yes	☑ No
d. I	Doe	es the plan address dispatcher security?	N/A	☐ Yes	☑ No
(1)	How do Public Safety Dispatchers feel about the security provided?	1		
(2	2)	Can dispatchers deal with the public without admitting them into the building?		☐ Yes	☐ No
((3)	Should modifications be made to provide better security?		☐ Yes	□ No
		(a) Would intercoms improve security?		☐ Yes	□ No
(4	1)	How often are two or more dispatchers on duty?			
(5	i) l	How often are supervisors or other personnel in the building after normal business hours?	/		
(6) /	Are maximum safety and security measures taken within communications centers?	-	☐ Yes	□ No
. Н	as t	training been given for all types of emergency situations?		✓ Yes	☐ No
(1)	Have both uniformed and nonuniformed been given the training?		☑ Yes	☐ No
	_				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009		
(2) Does the training include building evacuation procedures?	☑ Yes	□ No
(3) Do all employees know where fire extinguisher and first aid kits are located?	☑ Yes	☐ No
(a) Do they know how to use them?	☑ Yes	☐ No
(4) Have all employees read the Emergency Action Plan?	☑ Yes	☐ No
(a) Do they know where it's located?	√ Yes	□No
f. Does the building contain asbestos?	☐ Yes	☑ No
(1) Are employees given a copy of the annual asbestos report to read?	☐ Yes	☐ No
(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	☐ Yes	☐ No
(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	☐ Yes	☐ No
(4) Do employees know what to do if they encounter asbestos in the building?	☐ Yes	☐ No
g. Are fire extinguishers provided and serviced as required by the California Administrative Code?	☑ Yes	☐ No
(1) Are first aid kits provided as required by the State Administrative Manual?	✓ Yes	☐ No
(2) Is STD 621, Notice to State Employees, posted and up to date?	√ Yes	☐ No
(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.?	Smoke Detector	rs are
working.		
h. Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?	☑ Yes	☐ No
(1) Have changes or updates been sent to the implementing agency?	√ Yes	☐ No
SAFETY INSPECTION EVALUATED ACTION REQUIRED Yes No	CORRECTED	
a. Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	☑ Yes	□ No
b. Has the CHP 113A, Safety Inspection Checklist, been completed?	☑ Yes	☐ No
c. What improvements have been made by the commander as a result of the most recent inspection?	o improvements we	ere
necessary.	100	
(1) If recommendations required budgeting, have items been put into the budget suspense file?	☐ Yes	☐ No
d. Has the size of the operation outgrown the facility?	Yes	☑ No
(1) If so, what remedial action has been taken?		
	10-10-1	

STATE OF CALIFORNIA
DEPARTMENT OF SALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FACILITY MAINTENANCE AND SECURITY

AREA	DIVISION	NUMBER	
Fort Tejon Central		430	
YR CIETAULIAV B		DATE	
Craig H. Whitty		03/06/2009	

CHP 453D (Rev. 5-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

	er periont and the cappionion	Cour be handwritterin at	301104.		
	ormal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED Yes V No	☐ Correction Report	OMMANDER'S REVIEW	on LT	DATE 3-1	0-07
1. USE AND ADEQUACY OF FA	CILITY	3/6/2009	ACTION REQUIRED NO	CORRECTE	D
a. Is the facility adequate?				✓ Yes	□No
(1) Have steps been taken	to modify or replace the current t	facility?		✓ Yes	□No
(a) If a leased building	, is the owner abiding by the term	ns of the lease agreement?		☐ Yes	□No
(2) Is a safe, pleasant, effic	cient environment created by the	arrangement of furniture an	d equipment?	✓ Yes	□No
(a) Is storage space us	sed effectively?			✓ Yes	□No
(b) Is lighting adequate	e?		(a	✓ Yes	□No
(c) Are there provisions	s for the prompt repair of the facil	ity (plumbing, heating, etc.)	?	✓ Yes	□No
(d) Does the interior of	the facility have a neat, business	slike appearance?		✓ Yes	□No
2. INTERIOR APPEARANCE		3/6/2009	ACTION REQUIRED	CORRECTE	0
a. What is the condition of the f	loors, walls, ceiling, hallways, an	d counter tops? Counter to	ops could be replace	d in the near f	uture. The
tile floors have some cracking	18.				
	8				
(1) Is interior lighting adequa	ate?			✓ Yes	□No
(2) If leased, have needed re	epairs been coordinated with Fac	cilities Section?		☐ Yes	□No
(3) Are the duties of the janit	tor defined and clearly understoo	d?		✓ Yes	□No
(a) Is the janitor fully aw	are of the supplies available thro	ough the requisition process	?		□No
b. Is the layout of the general of	fice areas appropriate for the ass	signed personnel or classific	cation?		□No
c. Does the layout and equipme	nt in specialized office areas mee	et the needs of each specia	lized function?	✓ Yes	□No
d. Does the layout of the restroo	ms meet the needs of all employ	ees, including those with d	isabilities?	✓ Yes	□No
e. Is there sufficient space availa	able in both the men's and wome	n's locker rooms?	ű.	√ Yes	□No
(1) Can several officers comf	ortably change clothes at the sar	me time?		✓ Yes	□No
(2) Is there enough space for	both personal lockers and equip	oment lockers?		✓ Yes	□No
(3) Are there full length mirror	rs?			✓ Yes	□No
(4) Are they clean and odor fr	ee, with adequate ventilation?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

				The state of the s
(5) Are lockers in good condition, with names posted on	them?		✓ Yes	□No
Does the employee's room have adequate cabinets and e	✓ Yes	□No		
(1) Are appliances in good working order?			✓ Yes	□No
Are bulletin boards sufficient for Area needs?			✓ Yes	□No
(1) Are they neat and orderly?			✓ Yes	□No
(2) Is there a system for purging old information?			☑ Yes	□No
(3) Do posted items have a removal date?			☐ Yes	☑ No
(4) Are bulletin boards in good condition?			✓ Yes	□No
When was the last inventory of items stored inside the fac	ility? 8/25/2008			
(1) Are items arranged in a logical manner?			✓ Yes	□No
(2) Are there surplus items that should be returned to Sur	oply Services?		✓ Yes	□No
(3) What security is provided after normal business hours	? All external doors	are locked and an electrical	gate controls a	access to the
parking area.				
TERIOR APPEARANCE	3/6/2008	ACTION REQUIRED	COPRECTED)
Overall, what is the general appearance of the exterior of the	he facility? Freshly pa		dscaping.	
Are all painted surfaces neat and clean, free of peeling pain	nt?		✓ Yes	□No
Is the outside lighting adequate and in good repair?			✓ Yes	□ No
Is the building clearly identified?			✓ Yes	□No
Is the gas station clean and in good repair?			✓ Yes	□No
(1) Does the gas station have a fire extinguisher readily a	vailable?		✓ Yes	□No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air operating properly?	and water hoses, and	shut off switches	[∕] Yes	□No
s the paved parking area clean and in good condition?				□No
Are parking lines clearly painted?	7			□ No
Is the violation clearance area for the public clearly mar	-ked?	× × × × × × × × × × × × × × × × × × ×		☑ No
				□No
4) Is there a parking area designated for motorcycles?		MP	1000000	☑ No
ILIARY POWER	3/6/2009	ACTION REQUIRED	CORRECTED	
	1			
las the efficiency of the auxiliary power unit been tested?			✓ Yes	☐ No
das the efficiency of the auxiliary power unit been tested? Who knows how to start the unit should the self-starter fail?	Special Duty Officers	s, ASM. Maintenance Work		
	(1) Are appliances in good working order? Are bulletin boards sufficient for Area needs? (1) Are they neat and orderly? (2) Is there a system for purging old information? (3) Do posted items have a removal date? (4) Are bulletin boards in good condition? When was the last inventory of items stored inside the fact (1) Are items arranged in a logical manner? (2) Are there surplus items that should be returned to Surparking area. (TERIOR APPEARANCE Overall, what is the general appearance of the exterior of the building clearly identified? Is the outside lighting adequate and in good repair? Is the gas station clean and in good repair? (1) Does the gas station have a fire extinguisher readily a operating property? Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted?	Are bulletin boards sufficient for Area needs? (1) Are they neat and orderly? (2) Is there a system for purging old information? (3) Do posted items have a removal date? (4) Are bulletin boards in good condition? When was the last inventory of items stored inside the facility? 8/25/2008 (1) Are items arranged in a logical manner? (2) Are there surplus items that should be returned to Supply Services? (3) What security is provided after normal business hours? All external doors: parking area. CTERIOR APPEARANCE Overall, what is the general appearance of the exterior of the facility? Freshly parking adequate and in good repair? Is the outside lighting adequate and in good repair? Is the gas station clean and in good repair? (1) Does the gas station have a fire extinguisher readily available? (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and operating property? s the paved parking area clean and in good condition? (1) Are parking lines clearly painted? (2) Is the violation clearance area for the public clearly marked? (3) Is there disabled parking available?	Does the employee's room have adequate cabinets and electrical outlets? (1) Are appliances in good working order? Are bulletin boards sufficient for Area needs? (1) Are they neat and orderly? (2) Is there a system for purging old information? (3) Do posted items have a removal date? (4) Are bulletin boards in good condition? When was the last inventory of items stored inside the facility? 8/25/2008 (1) Are items arranged in a logical manner? (2) Are there surplus items that should be returned to Supply Services? (3) What security is provided after normal business hours? All external doors are incked and an electrical parking area. (TERIOR APPEARANCE Overall, what is the general appearance of the exterior of the facility? Freshly painted exterior. Natural land Are all painted surfaces neat and clean, free of peeling paint? Is the outside lighting adequate and in good repair? Is the pass station clean and in good repair? Is the gas station clean and in good repair? (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating property? (3) Are parking lines clearly painted? 1) Are parking lines clearly painted? 1) Is the parking lines clearly painted? 1) Is the violation clearance area for the public clearly marked? 3) Is there disabled parking available?	Does the employee's room have adequate cabinets and electrical outlets? (1) Are appliances in good working order? Are bulletin boards sufficient for Area needs? (2) Is there a system for purging old information? (3) Do posted items have a removal date? (4) Are bulletin boards in good condition? When was the last inventory of items stored inside the facility? 8/25/2008 (11) Are there surplus items that should be returned to Supply Services? (2) Are there surplus items that should be returned to Supply Services? (3) What security is provided after normal business hours? All external doors are tocked and an electrical gate controls in parking area. (CERIOR APPEARANCE Overall, what is the general appearance of the exterior of the facility? Freshly painted exterior. Natural landscaping. Are all painted surfaces neat and clean, free of peeling paint? Freshly painted exterior. Natural landscaping. Are left painted surfaces neat and in good repair? Yes Is the outside lighting adequate and in good repair? Yes Is the gas station clean and in good repair? Yes (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? Is the parking lines clearly painted? Yes the parking lines clearly painted? Yes Is the parking lines clearly painted? Yes Is the violation clearance area for the public clearly marked? Yes Is the re a parking area designated for motorcycles?

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

d.	Is there a notice posted identifying who to contact should the unit fail?		□ No
e.	Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	✓ Yes	□No
f.	How often is the fuel supply replenished? As needed. There are two large LP tanks to run the generator.		
	(1) At what level is it refilled? Under 50%		
g.	Are there adequate numbers of emergency power outlets?	☑ Yes	□No
	(1) Are they distinctively marked?	✓ Yes	□No
5. EM	PLOYEE PROTECTION AND FACILITY SECURITY EVALUATED ACTION REQUIRED NO No	CORRECTE	0
a.	Does Area have a written Emergency Action Plan?	✓ Yes	□No
b.	Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
	(1) Does it have general facility security and building evacuation procedures?	✓ Yes	□No
	(2) Does the plan work?	✓ Yes	□No
	3) Are there sufficient management controls?	✓ Yes	□No
c.	Does the plan designate duties and responsibilities to specific employees?	✓ Yes	□No
(Are both uniformed and nonuniformed employees included?	✓ Yes	□No
(2) Are employees informed of their responsibilities?	✓ Yes	□No
(3) Has the commander taken all responsible steps available to provide security?	☑ Yes	□No
(-	4) Has the commander visited the facility after normal business hours to ensure security measures are in place?		□No
d. [Ooes the plan address dispatcher security?	☐ Yes	□No
(') How do Public Safety Dispatchers feel about the security provided?		
(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	□No
(3) Should modifications be made to provide better security?	☐ Yes,	□No
	(a) Would intercoms improve security?	☐ Yes	□No
(4) How often are two or more dispatchers on duty?		
	We do not have a dispatch center.		
(5	How often are supervisors or other personnel in the building after normal business hours?		
(6)	Are maximum safety and security measures taken within communications centers?		□No
e. Ha	as training been given for all types of emergency situations?	✓ Yes	□No
	Have both uniformed and nonuniformed been given the training?		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	(2)	Does the training include building evacuation procedures?			✓ Yes	□No
	(3)	Do all employees know where fire extinguisher and first aid	kits are located?		✓ Yes	□No
		(a) Do they know how to use them?			✓ Yes	□No
	(4)	Have all employees read the Emergency Action Plan?			✓ Yes	□No
		(a) Do they know where it's located?			✓ Yes	□No
f	. Does	the building contain asbestos?			☐ Yes	✓ No
	(1)	Are employees given a copy of the annual asbestos report t	o read?		☐ Yes	□No
2.	(2)	Are new employees notified of the presence of asbestos wit	hin 15 days of reporting	to work?	☐ Yes	□No
	(3) I	s a copy of the notice posted on the employee or occupatio	nal safety bulletin board	i?	Yes	☐ No
	(4)	Do employees know what to do if they encounter asbestos i	n the building?		☐ Yes	□No
g	. Are f	re extinguishers provided and serviced as required by the (California Administrative	Code?	✓ Yes	□No
	(1) A	Are first aid kits provided as required by the State Administra	ative Manual?	W	✓ Yes	□No
	(2) I	s STD 621, Notice to State Employees, posted and up to da	ate?		✓ Yes	□No
-	(3) V	What is the condition of other emergency equipment such a	s fire hoses, sprinkler sy	/stems, etc.? N/A		
			***************************************			H-14-
h.	ls the	re a Hazardous Materials Business Plan on file with the loc	al implementing agency	as required?	Yes	□No
	(1) H	ave changes or updates been sent to the implementing ag	ency?		✓ Yes	□No
6. S	AFETY	INSPECTION	3/6/2009	ACTION REQUIRED NO	CORRECTED	
a.		facility safety inspection been conducted by the Area Occu M 10.6, Occupational Safety Manual?	pational Safety Commi	ttee as required	✓ Yes	□No
b.	Has th	e CHP 113A, Safety Inspection Checklist, been completed	?		Yes	□No
c.	What i	mprovements have been made by the commander as a res	sult of the most recent i	nspection? Eyewash s	tation insta	lled, fire
	exting	uisher signs posted, safety guards for propane tanks install	ed, emergency escape	routes posted, emergene	y shut off s	igns posted.
	(1) If	recommendations required budgeting, have items been put	into the budget susper	nse file?	☐ Yes	□No
d.	Has the	e size of the operation outgrown the facility?			☐ Yes	☑ No
	(1) If s	so, what remedial action has been taken?				

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Number
Fort Tejon	Central	430
Inspected by:		Date:
C. H. Whitty		03/06/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION Division Level Command I	inanastiani	s expended on the	Corrective Action Plan Included
Executive Office Level		3 hours	Attachments Included
Follow-up Required:	Forward to:		
☐ Yes	Due Date:		
Chapter Inspection: Chapter	4 Facility Mainte	enance and Security	
Inspector's Comments Regar	ding Innovative F	Practices:	
None			
			4
	atawida Imprava	mont	
Cananana Curanations for Ct		[] P I	
Command Suggestions for St None	atewide improve	mont.	

Inspector's Findings:

The condition of the floors and counter tops are acceptable, however, they will need to be updated in the near future.

The men's locker room is at maximum capacity, with the addition of two male officers in July, there is a potential for overcrowding. The Commander is aware of the issue and is working on potential solutions.

The front door locking device is worn out and sticks open at times. The Commander has requested the installation of a deadbolt to secure the front lobby.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2

Command:	Division:	Chapter:
Fort Tejon	Central	4
Inspected by:		Date:
C.H. Whitty		3/6/2009

Commander's Response: ⊠ Concur or	☐ Do Not Concur (Do Not Co	encur shall document basis for response)
	N 2	
Inspector's Comments: Shall address non etc.)	concurrence by commander (e.g.,	, findings revised, findings unchanged,
Proceedings of the Company of the Co		A
Required Action Corrective Action Plan/Timeline		
Our converse Action 1 Tally Fillielline		
Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 3-6-07
	INSPECTOR'S SIGNATURE	DATE 3/6/2009
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE

TE OF CALIFORNIA

VARTMENT OF CALIFORNIA HIGHWAY PATROL

REA MANAGEMENT EVALUATION

CILITY MAINTENANCE AND SECURITY

P 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Fort Tejon	Central	430
EVALUATED BY		DATE
C. Whitty		02/20/2008

STRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this m is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer lividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information n be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, complishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This m can be completed in pen or pencil, and the Supplement can be handwritten if desired.

E OF EVALUATION	SUSPENSE DATE			
Formal Evaluation Informal Evaluation	h gr			
.LOW-UP REQUIRED Correction Report	COMMANDER'S REVIEW		DATE	
] Yes	SK Ole	on LT	7-41	-OP
USE AND ADEQUACY OF FACILITY	2/20/2008	ACTION REQUIRED No	CORRECTED	
a. Is the facility adequate?			☑ Yes	☐ No
(1) Have steps been taken to modify or replace the current faci	lity?		Yes	☑ No
(a) If a leased building, is the owner abiding by the terms of	of the lease agreem	ent?	☐ Yes	□ No
(2) Is a safe, pleasant, efficient environment created by the arra	angement of furnitu	re and equipment?	☑ Yes	☐ No
(a) Is storage space used effectively?			√ Yes	☐ No
(b) Is lighting adequate?			☑ Yes	☐ No
(c) Are there provisions for the prompt repair of the facility	(plumbing, heating	, etc.)?	✓ Yes	□ No
(d) Does the interior of the facility have a neat, businesslike	e appearance?		☑ Yes	☐ No
INTERIOR APPEARANCE	2/20/2008	ACTION REQUIRED No	CORRECTED	
a. What is the condition of the floors, walls, ceiling, hallways, and co	ounter toos?	Interior and exterior from	eshly painted. T	Tile floors
have some cracking. Counter tops in front office could be replace	ced in the near futu	re. Ceiling panels are be		needed.
(1) Is interior lighting adequate?			✓ Yes	☐ No
(2) If leased, have needed repairs been coordinated with Facilities	es Section?		Yes	□ No
(3) Are the duties of the janitor defined and clearly understood?			☑ Yes	☐ No
(a) Is the janitor fully aware of the supplies available throug	h the requisition pr	ocess?	☑ Yes	☐ No
. Is the layout of the general office areas appropriate for the assign	ned personnel or cl	assification?	☑ Yes	☐ No
Does the layout and equipment in specialized office areas meet the	he needs of each s	pecialized function?	✓ Yes	☐ No
. Does the layout of the restrooms meet the needs of all employees	s, including those v	vith disabilities?	√ Yes	☐ No
. Is there sufficient space available in both the men's and women's	locker rooms?		✓ Yes	☐ No
(1) Can several officers comfortably change clothes at the same	time?		☑ Yes	☐ No
(2) Is there enough space for both personal lockers and equipme	ent lockers?		☑ Yes	☐ No
(3) Are there full length mirrors?			√ Yes	☐ No
(4) Are they clean and odor free, with adequate ventilation?			☑ Yes	☐ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

C.	. Are operating instructions posted and easy to understand?	☑ Yes	□No
b.	. Who knows how to start the unit should the self-starter fail? Special duty officers, ASM, Janitor, All sergeants		
а.	. Has the efficiency of the auxiliary power unit been tested?	☑ Yes	□ No
Α	AUXILIARY POWER EVALUATED ACTION REQUIRED No	CORRECTED	O POCASIEN
	(4) Is there a parking area designated for motorcycles?	Yes	☑ No
	(3) Is there disabled parking available?	☑ Yes	☐ No
	(2) Is the violation clearance area for the public clearly marked?	Yes	☑ No
	(1) Are parking lines clearly painted?	☑ Yes	□No
f.	f. Is the paved parking area clean and in good condition?	√ Yes	☐ No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?	☑ Yes	□ No
	(1) Does the gas station have a fire extinguisher readily available?	☑ Yes	□No
e	e. Is the gas station clean and in good repair?	☑ Yes	☐ No
(d. Is the building clearly identified?	☑ Yes	☐ No
(c. Is the outside lighting adequate and in good repair?	☑ Yes	☐ No
i	b. Are all painted surfaces neat and clean, free of peeling paint?	☑ Yes	☐ No
	Parking area is scheduled for sealing in the Spring.		
	a. Overall, what is the general appearance of the exterior of the facility? Freshly painted exterior. Natural	landscaping.	
3.	EXTERIOR APPEARANCE EVALUATED ACTION REQUIRED NO	CORRECTED	
	to the parking area. h. (2) Supplies are awaiting pickup.		
	(3) What security is provided after normal business hours? All exterior doors are locked and an electron	onic gate contr	ols access
	(2) Are there surplus items that should be returned to Supply Services?	√ Yes	☐ No
	(1) Are items arranged in a logical manner?	☑ Yes	☐ No
	h. When was the last inventory of items stored inside the facility?		
-	(4) Are bulletin boards in good condition?	☑ Yes	☐ No
_	(3) Do posted items have a removal date?	☐ Yes	☑ No
_	(2) Is there a system for purging old information?	✓ Yes	☐ No
	(1) Are they neat and orderly?	☑ Yes	□No
	g. Are bulletin boards sufficient for Area needs?	☑ Yes	☐ No
-	(1) Are appliances in good working order?	☑ Yes	□ No
	f. Does the employee's room have adequate cabinets and electrical outlets?	√ Yes	☐ No
	(5) Are lockers in good condition, with names posted on them?	☑ Yes	☐ No
=	CHF 4550 (Nev. 5-00) OF 1009		

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

d. Is there a notice posted identifying who to contact should the unit fail?	☑ Yes	☐ No
e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	☑ Yes	☐ No
f. How often is the fuel supply replenished? As needed.		
(1) At what level is it refilled? Under 50% full.		
g. Are there adequate numbers of emergency power oullets?	☑ Yes	□No
(1) Are they distinctively marked?	☑ Yes	☐ No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY EVALUATED ACTION REQUIRED No	CORRECTED	
a. Does Area have a written Emergency Action Plan?	☑ Yes	□ No
b. Does the plan have procedures for safeguarding employees during all types of emergencies?	☑ Yes	□ No
(1) Does it have general facility security and building evacuation procedures?	✓ Yes	□ No
(2) Does the plan work?	☑ Yes	☐ No
(3) Are there sufficient management controls?	☑ Yes	☐ No
c. Does the plan designate duties and responsibilities to specific employees?	☑ Yes	☐ No
(1) Are both uniformed and nonuniformed employees included?	☑ Yes	□ No
(2) Are employees informed of their responsibilities?	☑ Yes	☐ No
(3) Has the commander taken all responsible steps available to provide security?	☑ Yes	□ No
(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	√ Yes	□ No
d. Does the plan address dispatcher security?	☐Yes	☐ No
(1) How do Public Safety Dispatchers feel about the security provided?		
(2) Can dispatchers deal with the public without admitting them into the building?	Yes	☐ No
(3) Should modifications be made to provide better security?	☐ Yes	☐ No
(a) Would intercoms improve security?	Yes	☐ No
(4) How often are two or more dispatchers on duty?		
(5) How often are supervisors or other personnel in the building after normal business hours? Daily		
(6) Are maximum safety and security measures taken within communications centers?	☐ Yes	☐ No
e. Has training been given for all types of emergency situations?	☑ Yes	□ No
(1) Have both uniformed and nonuniformed been given the training?	√ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY CHP 453D (Rev. 5-06) OPI 009

-					
	(2) Does the training include building evacuation procedures?			☑ Yes	☐ No
-	(3) Do all employees know where fire extinguisher and first aid kits	are located?		√ Yes	☐ No
	(a) Do they know how to use them?			☑ Yes	☐ No
	(4) Have all employees read the Emergency Action Plan?		, , , , , , , , , , , , , , , , , , , ,	☑ Yes	☐ No
	(a) Do they know where it's located?		-	☑ Yes	☐ No
	f. Does the building contain asbestos?			☐ Yes	☑ No
	(1) Are employees given a copy of the annual asbestos report to re	ad?		☐ Yes	☐ No
	(2) Are new employees notified of the presence of asbestos within	15 days of reporting	g to work?	Yes	☐ No
	(3) Is a copy of the notice posted on the employee or occupational	safety bulletin boar	d?	☐ Yes	□No
	(4) Do employees know what to do if they encounter asbestos in the	e building?		Yes	☐ No
	g. Are fire extinguishers provided and serviced as required by the Califo	ornia Administrative	Code?	☑ Yes	☐ No
	(1) Are first aid kits provided as required by the State Administrative	Manual?		√ Yes	☐ No
	(2) Is STD 621, Notice to State Employees, posted and up to date?			☑ Yes	□ No
	(3) What is the condition of other emergency equipment such as fire	hoses, sprinkler s	ystems, etc.? N/A	A	
-0.00					
	h. Is there a Hazardous Materials Business Plan on file with the local im	plementing agency	as required?	☑ Yes	☐ No
	(1) Have changes or updates been sent to the implementing agency	?		☑ Yes	☐ No
6. \$	CAFETY INCOECTION	UATED 0/2008	ACTION REQUIRED No	CORRECTED	
â	a. Has a facility safety inspection been conducted by the Area Occupationship HPM 10.6, Occupational Safety Manual?	onal Safety Commi	ttee as rėquired	☑ Yes	□No
Ŀ	b. Has the CHP 113A, Safety Inspection Checklist, been completed?			☑ Yes	□No
С	c. What improvements have been made by the commander as a result c	of the most recent in	nspection? Fire exti	inguisher sign	s posted,
	safety guards for propane tanks installed, emergency escape routes po	sted, emergency sl	nut off signs posted.		
	4				
		0-0			
	(1) If recommendations required budgeting, have items been put into	the budget susper	nse file?	Yes	□No
d.	f. Has the size of the operation outgrown the facility?		0.2000	Yes	☑ No
	(1) If so, what remedial action has been taken?		J		
	December 1997 - The Control of the C				

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FACILITY MAINTENANCE AND SECURITY
CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Hanford	Central	
EVALUATED BY		DATE
Doug Puder, ID	10045	03/27/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE			
Formal Evaluation					
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW		DATE	
☑ Yes □ No	BY_			03/27/20	109
1. USE AND ADEQUACY OF FA	CILITY	03/23/2009	ACTION REQUIRED Yes	CORRECTE	9
a. Is the facility adequate?				✓ Yes	□No
(1) Have steps been taken	to modify or replace the current t	facility?	St.	Yes	□No
(a) If a leased building,	is the owner abiding by the term	ns of the lease agreemen	t?	☐ Yes	□No
(2) Is a safe, pleasant, effic	ient environment created by the	arrangement of furniture	and equipment?		□No
(a) Is storage space us	ed effectively?			☐ Yes	☑ No
(b) Is lighting adequate	?)T	✓ Yes	□No
(c) Are there provisions	for the prompt repair of the facil	ity (plumbing, heating, et	c.)?	✓ Yes	□No
(d) Does the interior of	the facility have a neat, business	slike appearance?		✓ Yes	□No
2. INTERIOR APPEARANCE		03/23/2009	ACTION REQUIRED Yes	CORRECTED	9
a. What is the condition of the fl	oors, walls, ceiling, hallways, an	d counter tops? Flooring	g in the men's locker re	oom and the b	reak room is
"bubbling" and needs to be r	eplaced. The interior of the faci	lity also needs to be pair	ted. Our analyst at Fac	illities Section	, Mr. Petc
Comejo, has been made awa	re of these discrepancies and inc	ficates they will be corre	eted when funding is a	vailable	
(1) Is interior lighting adequa	te?			✓ Yes	□No
(2) If leased, have needed re	pairs been coordinated with Fac	cilities Section?		☐ Yes	□No
(3) Are the duties of the janit	or defined and clearly understoo	d?		✓ Yes	□No
(a) Is the janitor fully aw	are of the supplies available thro	ough the requisition proce	ess?	☐ Yes	□No
b. Is the layout of the general off	ice areas appropriate for the ass	signed personnel or class	sification?	✓ Yes	□No
c. Does the layout and equipmen	nt in specialized office areas med	et the needs of each spe	cialized function?	✓ Yes	□No
d. Does the layout of the restroor	ns meet the needs of all employ	ees, including those with	disabilities?	✓ Yes	□No
e. Is there sufficient space availa	ble in both the men's and wome	n's locker rooms?		Yes	` □ No
(1) Can several officers comf	ortably change clothes at the sa	me time?	25	✓ Yes	□No
(2) Is there enough space for	both personal lockers and equip	oment lockers?	- C	✓ Yes	□No
(3) Are there full length mirror	s?			✓ Yes	□No
(4) Are they clean and odor fr	ee, with adequate ventilation?			✓ Yes	□No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

		☐ Yes	✓ No
ets?		✓ Yes	□No
		✓ Yes	□No
	H-1-1111-1-1111-1-1-1-1	✓ Yes	□No
	——————————————————————————————————————	✓ Yes	□No
		Yes	□No
		☐ Yes	☑ No
	20)	✓ Yes	□No
g the annual equip	pment inventory in 200	8.	
		✓ Yes	□No
s?		☐Yes	☑ No
lity has good exte	ernal security lighting a	s well as an	aların system.
			34
	ACTION REQUIRED None.	COPRECTE N/A	a
		1	cellent
	\$E		
# .		☐ Yes	□No
		√ Yes	□No
		✓ Yes	□No
	-	✓ Yes	.□ No
	ž.	✓ Yes	☐ No
noses, and shut o	ff switches		□No
	418-	√ Yes	☐ No
	3115-5	✓ Yes	□No
		Yes	□No
		✓ Yes	□No
		☐ Yes	✓ No
	None.	COPRECTED N/A)
		✓ Yes	□No
	Tech. Richard Parede		Puder.
	s? lity has good ento JATED 3/2009 The facility has a	g the annual equipment inventory in 200 s? Inty has good external security lighting a ACTION REQUIRED None. The facility has a faux brick exterior when	ets?

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

d. Is there a notice posted identifying who to contact should the unit fail?	Yes	□No
e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	✓ Yes	□No
f. How often is the fuel supply replenished? On an "as needed" basis, usually between 30 and 60 day intervals		MANUSARIUS :
(1) At what level is it refilled? Usually when the tank with the highest capacity (two tank system) drops to 4	0% capacity	***************************************
g. Are there adequate numbers of emergency power outlets?	✓ Yes	□No
(1) Are they distinctively marked?	✓ Yes	□No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY EVALUATED 03/23/2009 None.	CORRECTED N/A	D
а. Does Area have a written Emergency Action Plan?	✓ Yes	□No
b. Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
(1) Does it have general facility security and building evacuation procedures?	Yes	□No
(2) Does the plan work?	✓ Yes	□No
(3) Are there sufficient management controls?	✓ Yes	□No
c. Does the plan designate duties and responsibilities to specific employees?	✓ Yes	□ No
(1) Are both uniformed and nonuniformed employees included?	✓ Yes	□No
(2) Are employees informed of their responsibilities?	✓ Yes	□No
(3) Has the commander taken all responsible steps available to provide security?	√ Yes	□No
(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	✓ Yes	□No
d. Does the plan address dispatcher security?	☐ Yes	□No
(1) How do Public Safety Dispatchers feel about the security provided? N/A		
(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	□No
(3) Should modifications be made to provide better security?	☐ Yes	□No
(a) Would intercoms improve security?	☐ Yes	□No
(4) How often are two or more dispatchers on duty? N/A		
(5) How often are supervisors or other personnel in the building after normal business hours? N/A		
(6) Are maximum safety and security measures taken within communications centers?	☐ Yes	□No
e. Has training been given for all types of emergency situations?	☐ Yes	☑ No
(1) Have both uniformed and nonuniformed been given the training?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

-			
	(2) Does the training include building evacuation procedures?	✓ Yes	□No
	(3) Do all employees know where fire extinguisher and first aid kits are located?		□No
	(a) Do they know how to use them?	✓ Yes	□No
-	(4) Have all employees read the Emergency Action Plan?	✓ Yes	□No
	(a) Do they know where it's located?	✓ Yes	□No
	f. Does the building contain asbestos?	☐ Yes	☑ No
	(1) Are employees given a copy of the annual asbestos report to read?	☐ Yes	□No
	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to wor	k?	□No
	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	☐ Yes	□No
-	(4) Do employees know what to do if they encounter asbestos in the building?	☐ Yes	□No
- (g. Are fire extinguishers provided and serviced as required by the California Administrative Code?	✓ Yes	□No
	(1) Are first aid kits provided as required by the State Administrative Manual?	✓ Yes	□No
	(2) Is STD 621, Notice to State Employees, posted and up to date?	✓ Yes	□No
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems,	etc.? Their condition is	good and the
	equipment is inspected regularly.		
h	h. Is there a Hazardous Materials Business Plan on file with the local implementing agency as req	uired?	□ No
	(1) Have changes or updates been sent to the implementing agency?	✓ Yes	□No
6. S	SAFETY INSPECTION EVALUATED ACTION 03/23 2009 None	REQUIRED CORRECT	ED
a.	Has a facility safety inspection been conducted by the Area Occupational Safety Committee as by HPM 10.6, Occupational Safety Manual?	required ✓ Yes	□No
b.	D. Has the CHP 113A, Safety Inspection Checklist, been completed?	✓ Yes	□No
C.	What improvements have been made by the commander as a result of the most recent inspection	on? The last inspection	was conducted
	on 8/08/2008. As a result of this inspection, the skylight above the front office entrance was re-	paired, a light bulb in the	"l'xit" sign
	near the south office door was replaced, a leak in the water heater in the janitorial room was re	paired and an electrical ph	ug cover above
	the women's bathroom sink was replaced. Mr. Pete Cornejo of Facilities Section was also advi	sed of other needed repair	'S.
	(1) If recommendations required budgeting, have items been put into the budget suspense file?	Yes	□No
d.	. Has the size of the operation outgrown the facility?	Yes	✓ No
	(1) If so, what remedial action has been taken? N/A		
	N .	1	
_	4		

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Hanford	Central	Four (4)
Inspected by:		Date:
Doug Puder,	ID 10045	03/23/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Total hours expended on the X Corrective Action Plan Included inspection: ☐ Division Level X Command Level Attachments Included Executive Office Level hours Forward to: Follow-up Required: Central Division X Yes □ No Due Date: 11/01/2009 Chapter Inspection: erander state and someone a Inspector's Comments Regarding Innovative Practices: N/A

Command Suggestions for Statewide Improvement:

Facilities Section is currently responsible for coordinating repairs to, and maintenance of, all CHP facilities. Consequently, in the interest of efficiency, expediency and proper accountability, personnel from Facilities Section should be responsible for completing the portion of this inspection which is directly related to the condition of the CHP owned/leased building(s). Even if an exception is discovered during this inspection, repairs to the facility must be coordinated through Facilities Section. It seems only appropriate that they should also be the ones who are evaluating this specific portion of the inspection. Area personnel would still be responsible for evaluating the portion of this chapter dealing with emergency preparedness and employee safety.

If this were to occur, this inspection may need to be separated into two separate portions: the first dealing with the facility, and the second dealing with emergency preparedness and employee safety.

Inspector's Findings:	

Refer to attached Chapter 4 evaluation.

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2

Command:	Division:	Chapter:
Hanford	Central	Four (4)
Inspected by:		Date:
Doug Puder,	ID 10045	03/23/2009

Commander's Response: x Concur or Do Not Concur (Do Not Concur shall document	basis for response)
N/A	
IN/A	
Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings revised, findings revised)	indings unchanged,
Cto.)	
N/A	
ā.	
	gerialdist Priodesignati.
Required Action	
Corrective Action Plan/Timeline	
Continue 4 o (2) (-) The atomic properties to be a control to	roo'o goporator
Section 1.a.(2).(a) – The storage area immediately adjacent and to the east of the Ar room needs to be cleaned, organized and purged of unnecessary/excess materials.	eas generator
* *	
Section 2.e.(5) – Employee lockers in the men's locker room are not in good condition	
need to be replaced. Replacement lockers have already been purchased and are in	storage.
The Hanford Area plans to correct both of the aforementioned discrepancies prior to I	November 1, 2009.
A 9	
(s)	
	2±0
Employee would like to discuss this report with the reviewer.	PATE
(See HPM 9.1, Chapter 8 for appeal procedures)	4/2//09 ATE /
INSPECTOR'S SIGNATURE	4/11/09
Reviewer discussed this report with REVIEWER'S SIGNATURE D	ATE
employee	EX.24090-
Concur Do not concur	

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

HANFOOI	DIVISION	NUMBER
EVALUATED BY DOUG PU	DER#10045	DATE 9/29/09

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION FORMAL Evaluation FOLLOW-UP REQUIRED Correction Report	SUSPENSE DATE	***************************************	
FOLLOW LIP PEOUPEN			
	COMMANDER'S REVIEW	DATE	, ,
☐ Yes	Dun tu	du, 15 9/	19/08
1. USE AND ADEQUACY OF FACILITY	EVALUATED 2/20/88 ACTIO	NONE CORRECTED	IA
a. Is the facility adequate?		X Yes	☐ No
(1) Have steps been taken to modify or replace the current f	acility?	☐ Yes	,⊠ No
(a) If a leased building, is the owner abiding by the term	ns of the lease agreement?	/∕A ☐ Yes	☐ No
(2) Is a safe, pleasant, efficient environment created by the	arrangement of furniture and equ	ipment? 🔀 Yes	☐ No
(a) Is storage space used effectively?		⊠ Yes	☐ No
(b) Is lighting adequate?		🗵 Yes	☐ No
(c) Are there provisions for the prompt repair of the faci	lity (plumbing, heating, etc.)?	X Yes	☐ No
(d) Does the interior of the facility have a neat, business	slike appearance?	∑ Yes	☐ No
2. INTERIOR APPEARANCE	EVALUATED 2/20/08 ACTIO	N REQUIRED CORRECTED N	IA
a. What is the condition of the floors, walls, ceiling, hallways, an	OUTUM (MEN'S	IS SOME BULL	AND
AND UNEVEN SURFACES IN LIN KITCHEN). FACILITIES SECTION THIS ISSUE.	ICLEUM (MEN'S	LOCKER ROOM	AND
AND UNEVEN SURFACES IN LIN	ICLEUM (MEN'S	LOCKER ROOM	AND
AND UNEVEN SURFACES IN LIN KITCHEN). FACILITIES SECTION THIS ISSUE.	IOLEUM (MEN'S) I MAS BEEN M	LOCKER ROOM MOE AWAR	ANO E OF
AND UNEVEN SURFACES IN LIN KITCHEN). FACILITIES SECTION THIS ISSUE. (1) Is interior lighting adequate?	Cilities Section?	LOCKER ROOM PAOE AWAR	ANO = OF
AND UNEVEN SURFACES IN LINKSTCHEN). FACILITIES SECTION THIS ISSUE. (1) Is interior lighting adequate? (2) If leased, have needed repairs been coordinated with Fa	COLEUM (MEN'S) IMAS SEEN // Collities Section? A/A od?	LOCKER ROOM PAOE AWAR Yes Yes	ANO = OF No
AND UNEVEN SURFACES IN LINKSTCHEN). FACILITIES SECTION THIS ISSUE. (1) Is interior lighting adequate? (2) If leased, have needed repairs been coordinated with Facility and the duties of the janitor defined and clearly understood	cilities Section? Ough the requisition process?	LOCKER ROOM PAOE AWAR Yes Yes Yes Yes Yes	ANO No No
AND UNEVEN SURFACES IN LINK XTCHEN). FACILITIES SECTION THIS ISSUE. (1) Is interior lighting adequate? (2) If leased, have needed repairs been coordinated with Fa (3) Are the duties of the janitor defined and clearly understood (a) Is the janitor fully aware of the supplies available three	cilities Section? od? ough the requisition process? signed personnel or classification	LOCKER ROOM PAOE AWAR Yes Yes Yes Yes Yes Yes Yes Ye	No No No
AND UNEVEN SURFACES IN LINK KITCHEN). FACILITIES SECTION THIS ISSUE. (1) Is interior lighting adequate? (2) If leased, have needed repairs been coordinated with Facility and the duties of the janitor defined and clearly understood (a) Is the janitor fully aware of the supplies available through the layout of the general office areas appropriate for the as	cilities Section? od? ough the requisition process? signed personnel or classification et the needs of each specialized	LOCKER ROOM PRODE AWAR Yes Yes Yes Yes Yes Yes Yes Ye	No No No
ANO UNEVEN SURFACES IN LINK XITCHEN). FACILITIES SECTION THIS ISSUE. (1) Is interior lighting adequate? (2) If leased, have needed repairs been coordinated with Facility and the duties of the janitor defined and clearly understood (a) Is the janitor fully aware of the supplies available through the layout of the general office areas appropriate for the asc. Does the layout and equipment in specialized office areas meaning the supplies areas appropriate for the asc.	cilities Section? od? ough the requisition process? signed personnel or classification et the needs of each specialized yees, including those with disabil	LOCKER ROOM PAOE AWAR Yes Yes Yes Yes Yes Yes Yes Ye	No No No No No No No No
ANO UNEVEN SURFACES IN LINK XTCHEN). FACILITIES SECTION THIS ISSUE. (1) Is interior lighting adequate? (2) If leased, have needed repairs been coordinated with Fa (3) Are the duties of the janitor defined and clearly understood (a) Is the janitor fully aware of the supplies available thr b. Is the layout of the general office areas appropriate for the as c. Does the layout and equipment in specialized office areas med d. Does the layout of the restrooms meet the needs of all employed.	cilities Section? MEN'S Cilities Section? Cough the requisition process? Signed personnel or classification tet the needs of each specialized yees, including those with disabilen's locker rooms?	LOCKER ROOM PRODE AWAR Yes Yes Yes Yes Yes Yes Yes Ye	No
ANO UNEVEN SURFACES IN LINK XTCHEN). FACILITIES SECTION THIS ISSUE. (1) Is interior lighting adequate? (2) If leased, have needed repairs been coordinated with Fa (3) Are the duties of the janitor defined and clearly understood (a) Is the janitor fully aware of the supplies available thr b. Is the layout of the general office areas appropriate for the as c. Does the layout and equipment in specialized office areas med d. Does the layout of the restrooms meet the needs of all employ e. Is there sufficient space available in both the men's and women	cilities Section? cilities Section? od? ough the requisition process? signed personnel or classification et the needs of each specialized yees, including those with disabil en's locker rooms? ame time?	LOCKER ROOM PRODE AWAR Yes Yes Yes Yes Yes Yes Yes Ye	No
ANO UNEVEN SURFACES IN LINK XTCHEN). FACTLITTES SECTION THIS ISSUE. (1) Is interior lighting adequate? (2) If leased, have needed repairs been coordinated with Factor (3) Are the duties of the janitor defined and clearly understood (a) Is the janitor fully aware of the supplies available through the layout of the general office areas appropriate for the asc. Does the layout and equipment in specialized office areas med. Does the layout of the restrooms meet the needs of all employed. Is there sufficient space available in both the men's and women (1) Can several officers comfortably change clothes at the sace	cilities Section? cilities Section? od? ough the requisition process? signed personnel or classification et the needs of each specialized yees, including those with disabil en's locker rooms? ame time?	LOCKER ROOM PAOE AWAR Yes Yes Yes Yes Yes Yes Yes Ye	No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 455D (Rev. 5-06) OPI 009		
(5) Are lockers in good condition, with names posted on them? PURCHASED	E ☐ Yes	⊠ No
f. Does the employee's room have adequate cabinets and electrical outlets?	☑ Yes	☐ No
(1) Are appliances in good working order?	✓ Yes	☐ No
g. Are bulletin boards sufficient for Area needs?	✓ Yes	☐ No
(1) Are they neat and orderly?	∀es	☐ No
(2) Is there a system for purging old information?	X Yes	☐ No
(3) Do posted items have a removal date? ITEMS ARE REGULARLY	☐ Yes	⊠ No
(4) Are bulletin boards in good condition?	🛭 Yes	☐ No
h. When was the last inventory of items stored inside the facility? NOVEMBER 2007		
(1) Are items arranged in a logical manner?	XYes	☐ No
(2) Are there surplus items that should be returned to Supply Services?	☐ Yes	№ No
(3) What security is provided after normal business hours? THE BUILDING HAS GO	00 EX.	TERNAL
LIGHTING AND A MONITORED ALARM SYSTEM.		
3. EXTERIOR APPEARANCE EVALUATED 2/20/08 ACTION REQUIRED NONES	CORRECTED	A
a. Overall, what is the general appearance of the exterior of the facility? FACILITY IS WELL K	EPT. 1	RECENTZ,
UPGRADED FENCING SLATS INSTALLED IN FRONT OF FACE	ZITY	' ,
b. Are all painted surfaces neat and clean, free of peeling paint? RE-PAINTED. FAIRLY IES	☐ Yes	MNo
c. Is the outside lighting adequate and in good repair?	Yes	☐ No
d. Is the building clearly identified?	Yes	☐ No
e. Is the gas station clean and in good repair?	,⊠ Yes	☐ No
(1) Does the gas station have a fire extinguisher readily available?	XYes	☐ No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?	Yes	☐ No
f. Is the paved parking area clean and in good condition? RECONDITIONED IN 2006	X Yes	☐ No
(1) Are parking lines clearly painted? REPAINTED IN 2006	✓ Yes	☐ No
(2) Is the violation clearance area for the public clearly marked?	Yes	☐ No
(3) Is there disabled parking available?	✓ Yes	□ No -
(4) Is there a parking area designated for motorcycles?	☐ Yes	₩ No
AUXILIARY POWER EVALUATED 2/20/08 ACTION REQUIRED NOWE	CORRECTED	1/A
a. Has the efficiency of the auxiliary power unit been tested? REGUARLY	X Yes	□ No
b. Who knows how to start the unit should the self-starter fail? OFFILER OWN, SGT SMITH	, 4.F.	DER
c. Are operating instructions posted and easy to understand? TNSTOE GENERAL GTS	Yes	□ No
MOUNTED ON FAST WA	7	

AREA MANAGEMENT EVALUATION **FACILITY MAINTENANCE AND SECURITY**

CHP 453D (Rev. 5-06) OPI 009		
d. Is there a notice posted identifying who to contact should the unit fail?	Yes	☐ No
e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	X Yes	☐ No
f. How often is the fuel supply replenished? APPROX, 10-12 TEMES FER	YEAR	
(1) At what level is it refilled? NO LESS THAN 25% CAPACITY AT M	AN TIME	=3
g. Are there adequate numbers of emergency power outlets?	✓ Yes	☐ No
(1) Are they distinctively marked? RED OUTLETS	🔀 Yes	☐ No
5, EMPLOYEE PROTECTION AND FACILITY SECURITY EVALUATED 2/20/0 ACTION REQUIRED NON	E CORRECTED	A
a. Does Area have a written Emergency Action Plan?	∑ Yes	☐ No
b. Does the plan have procedures for safeguarding employees during all types of emergencies?	⊠∵Yes	☐ No
(1) Does it have general facility security and building evacuation procedures?	X Yes	☐ No
(2) Does the plan work?	X Yes	☐ No
(3) Are there sufficient management controls?	Ø Yes	□ No
c. Does the plan designate duties and responsibilities to specific employees? NOT TWOIVIDE	IN Yes	No
(1) Are both uniformed and nonuniformed employees included?		☐ No
(2) Are employees informed of their responsibilities?	X Yes	☐ No
(3) Has the commander taken all responsible steps available to provide security?	X Yes	☐ No
(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	Ø Yes	☐ No
d. Does the plan address dispatcher security? N/A	☐ Yes	☐ No
(1) How do Public Safety Dispatchers feel about the security provided?		
(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	☐ No
(3) Should modifications be made to provide better security?	☐ Yes	☐ No
(a) Would intercoms improve security?	Yes	☐ No
(4) How often are two or more dispatchers on duty?		
(5) How often are supervisors or other personnel in the building after normal business hours?	J	
(6) Are maximum safety and security measures taken within communications centers? N/A	☐ Yes	☐ No
e. Has training been given for all types of emergency situations?	∑ Yes	☐ No
(1) Have both uniformed and nonuniformed been given the training?		☐ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHF 455D (Rev. 5-00) OFF 009		200
(2) Does the training include building evacuation procedures?	X Yes	☐ No
(3) Do all employees know where fire extinguisher and first aid kits are located?	🔀 Yes	□No
(a) Do they know how to use them?	XYes	☐ No
(4) Have all employees read the Emergency Action Plan?	⊠Yes	☐ No
(a) Do they know where it's located? LABLED BRIGHT RED BINDER	Yes	□No
f. Does the building contain asbestos?	Yes	,⊠ No
(1) Are employees given a copy of the annual asbestos report to read?	Yes	□No
(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	Yes	□No
(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	Yes	☐ No
(4) Do employees know what to do if they encounter asbestos in the building?	☐ Yes	☐ No
g. Are fire extinguishers provided and serviced as required by the California Administrative Code?	Yes	☐ No
(1) Are first aid kits provided as required by the State Administrative Manual?	✓ Yes	☐ No
(2) Is STD 621, Notice to State Employees, posted and up to date?	XYes	☐ No
(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? ALL	EMERSI	ENCY
SYSTEMS ARE REGULARLY SERVICED AND IN WORKABLE CO.	NOTITE	ni
h. Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?	ØYes	□No
(1) Have changes or updates been sent to the implementing agency?	🛛 Yes	☐ No
6. SAFETY INSPECTION EVALUATED 125/08 ACTION REQUIRED	CORRECTED	4
a. Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	⊠_Yes	□No
b. Has the CHP 113A, Safety Inspection Checklist, been completed?	Yes	☐ No
c. What improvements have been made by the commander as a result of the most recent inspection?	ELITTE	≅5
SECTION HAS REEN CONTACTED AND MADE AN	MRE	OF
SECTION HAS BEEN CONTACTED AND MADE AND NEEDED REPAIRS INCLUDING EVE-WASH STATE	EN IN	1
AUTOMOTIVE GARAGE SKYLIGHT LEAK, CRAILS IN		HALT,
(1) If recommendations required budgeting, have items been put into the budget suspense file?	Yes	ØN0
d. Has the size of the operation outgrown the facility?	Yes	No
(1) If so, what remedial action has been taken?	24311111	
GE		

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Mariposa	Central	455
EVALUATED BY		DATE
Sergeant J. Adkins, #11662		02/11/2008

c453d506 (rp

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454. Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TOTAL OF CHAILLERION		an be nanawiken ii dec	ii Cu.		
TYPE OF EVALUATION Formal Evaluation Informal	Evaluation	02/16/2008			
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S REVIEW	$\overline{}$	DATE	
☐ Yes ☑ No BY	Sergeant Adkins, #11662	4 Sin	This	5.3	0-08
1. USE AND ADEQUACY OF FACILIT	Υ	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Is the facility adequate?		- Annother Control of the Control of	Li,	☑ Yes	□ No
(1) Have steps been taken to m	odify or replace the current fac	cility?	100000	Yes	☑ No
(a) If a leased building, is the	ne owner abiding by the terms	of the lease agreement?		Yes	☐ No
(2) Is a safe, pleasant, efficient of	environment created by the an	rangement of furniture an	d equipment?	☑ Yes	☐ No
(a) Is storage space used e	ffectively?		drift ron troops	√ Yes	□ No
(b) Is lighting adequate?		**************************************	11. 50) AURINO (10.	☑ Yes	□No
(c) Are there provisions for	the prompt repair of the facility	(plumbing, heating, etc.)	?	☑ Yes	□ No
(d) Does the interior of the f	acility have a neat, businesslik	ke appearance?		☑ Yes	☐ No
2. INTERIOR APPEARANCE	The second secon	EVALUATED	ACTION REQUIRED	CORRECTED	x
 a. What is the condition of the floors flooring has been replaced. 	walls, ceiling, hallways, and o	counter tops? All	surfaces are in very	y good conditior	n. Tile
(A) (a interior l'Aller		earth Hamilton			
(1) Is interior lighting adequate?				☑ Yes	No
(2) If leased, have needed repair		·		☐ Yes	□ No
(3) Are the duties of the janitor de				☑ Yes	□ No
(a) Is the janitor fully aware o	f the supplies available throug	gh the requisition process	s? 	☑ Yes	□ No
b. Is the layout of the general office a	reas appropriate for the assig	ned personnel or classifi	cation?	☑ Yes	☐ No
c. Does the layout and equipment in	specialized office areas meet	the needs of each specia	lized function?	☑ Yes	☐ No
d. Does the layout of the restrooms n	eet the needs of all employee	es, including those with d	isabilities?	☑ Yes	☐ No
e. Is there sufficient space available i	n both the men's and women's	s locker rooms?		☑ Yes	□ No
(1) Can several officers comfortab	ly change clothes at the same	e time?		☑ Yes	□ No
(2) Is there enough space for both	personal lockers and equipm	nent lockers?	Western Committee of the Committee of th	☑ Yes	☐ No
(3) Are there full length mirrors?				✓ Yes	□ No
(4) Are they clean and odor free, v	ith adequate ventilation?			☑ Yes	☐ No
HP 453D (Rev. 5-06) Page 1	Destroy Prev	rious Editions			c453d506 (rp

AREA MANAGEMENT EVALUATION **FACILITY MAINTENANCE AND SECURITY**

CACILII	I MAMINICIANCE AND	ا
CHP 453D	(Rev. 5-06) OPI 009	

	(5) Are lockers in good condition, with names posted on them?	✓ Yes	☐ No
	f. Does the employee's room have adequate cabinets and electrical outlets?	☑ Yes	□ No
200	(1) Are appliances in good working order?	☑ Yes	□ No
	g. Are bulletin boards sufficient for Area needs?	☑ Yes	☐ No
	(1) Are they neat and orderly?	☑ Yes	□ No
	(2) Is there a system for purging old information?	☑ Yes	□ No
	(3) Do posted items have a removal date?	☑ Yes	☐ No
	(4) Are bulletin boards in good condition?	☑ Yes	☐ No
	h. When was the last inventory of items stored inside the facility? January 30, 2007		
	(1) Are items arranged in a logical manner?	☑ Yes	☐ No
*******	(2) Are there surplus items that should be returned to Supply Services?	Yes	☑ No
	(3) What security is provided after normal business hours? The facility is secured by the facility extern	ior walls and c	chain link
	fencing with barbed wire. Access is monitored and controlled by the special duty officers and clerical sta	ff.	
3. E	EXTERIOR APPEARANCE EVALUATED ACTION REQUIRED	CORRECTED	
	a. Overall, what is the general appearance of the exterior of the facility? Clean and in good repair.	_!	!- xy
		- teterinim -	
b	o. Are all painted surfaces neat and clean, free of peeling paint?	☑ Yes	☐ No
	s. Is the outside lighting adequate and in good repair?	☑ Yes	☐ No
d	t. Is the building clearly identified?	☑ Yes	☐ No
е	. Is the gas station clean and in good repair?	☑ Yes	☐ No
	(1) Does the gas station have a fire extinguisher readily available?	☑ Yes	☐ No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?	☑ Yes	☐ No
f.	Is the paved parking area clean and in good condition?	☑ Yes	☐ No
	(1) Are parking lines clearly painted?	☑ Yes	☐ No
	(2) Is the violation clearance area for the public clearly marked?	☑ Yes	□ No
	(3) Is there disabled parking available?	☑ Yes	☐ No
	(4) Is there a parking area designated for motorcycles?	☐ Yes	☑ No
4. A	UXILIARY POWER EVALUATED ACTION REQUIRED	CORRECTED	x
a.	. Has the efficiency of the auxiliary power unit been tested?	√ Yes	☐ No
b.	. Who knows how to start the unit should the self-starter fail? Sergeant Duncan.		3 81/H8V
С.	Are operating instructions posted and easy to understand?	☑ Yes	□ No

c453d506.frp

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CHP 453D (Rev. 5-06) OPI 009

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

	d. Is	there a notice posted identifying who to contact should the unit fail?	☑ Yes	☐ No
	e. D	oes the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	☑ Yes	☐ No
	f. H	ow often is the fuel supply replenished? As needed, there is no regular time.		
	(1) At what level is it refilled? At the 40% level.		
9	g. A	re there adequate numbers of emergency power outlets?	☑ Yes	□ No
	(1	Are they distinctively marked?	☑ Yes	□ No
5. I	EMPI	OYEE PROTECTION AND FACILITY SECURITY EVALUATED ACTION REQUIRED	CORRECTED	
á	a. D	pes Area have a written Emergency Action Plan?	☑ Yes	☐ No
ŀ). D	pes the plan have procedures for safeguarding employees during all types of emergencies?	☑ Yes	☐ No
	(1	Does it have general facility security and building evacuation procedures?	☑ Yes	☐ No
	(2	Does the plan work?	☑ Yes	□ No
	(3	Are there sufficient management controls?	☑ Yes	□ No
	. Do	pes the plan designate duties and responsibilities to specific employees?	☑ Yes	□ No
	(1	Are both uniformed and nonuniformed employees included?	☑ Yes	□ No
	(2)	Are employees informed of their responsibilities?	☑ Yes	☐ No
	(3)	Has the commander taken all responsible steps available to provide security?	☑ Yes	☐ No
	(4)	Has the commander visited the facility after normal business hours to ensure security measures are in place?	☑ Yes	☐ No
d	, Do	nes the plan address dispatcher security?	Yes	☑ No
	(1)	How do Public Safety Dispatchers feel about the security provided? The Mariposa Area has no	dispatch facilit	ies on site.
-				
4	(2)	Can dispatchers deal with the public without admitting them into the building?	Yes	□ No
	(3)	Should modifications be made to provide better security?	☐ Yes	☐ No
		(a) Would intercoms improve security?	☐ Yes	□No
	(4)	How often are two or more dispatchers on duty?		×-11
	(5)	How often are supervisors or other personnel in the building after normal business hours?		
107	(6)	Are maximum safety and security measures taken within communications centers?	Yes	□No
e	. Ha	s training been given for all types of emergency situations?	☑ Yes	□No
	(1)	Have both uniformed and nonuniformed been given the training?	☑ Yes	☐ No
5.000	4547			

Destroy Previous Editions

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

	(2) Does the training include building evacuation procedures?	☑ Yes	□ No
	(3) Do all employees know where fire extinguisher and first aid kits are located?	✓ Yes	☐ No
	(a) Do they know how to use them?	☑ Yes	☐ No
*****	(4) Have all employees read the Emergency Action Plan?	☑ Yes	□ No
×1770	(a) Do they know where it's located?	☑ Yes	□ No
-	f. Does the building contain asbestos?	☑ Yes	□ No
	(1) Are employees given a copy of the annual asbestos report to read?	☑ Yes	□ No
	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	☑ Yes	□No
	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	☑ Yes	☐ No
	(4) Do employees know what to do if they encounter asbestos in the building?	☑ Yes	□ No
111111111111111111111111111111111111111	g. Are fire extinguishers provided and serviced as required by the California Administrative Code?	☑ Yes	□ No
	(1) Are first aid kits provided as required by the State Administrative Manual?	☑ Yes	☐ No
	(2) Is STD 621, Notice to State Employees, posted and up to date?	✓ Yes	☐ No
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, et	c.? The facility has	no fire
	sprinklers or fire hoses. There are ample fire extinguishers placed throughout the facility.		
1	h. Is there a Hazardous Materials Business Plan on file with the local implementing agency as requir	ed?	□ No
	(1) Have changes or updates been sent to the implementing agency?	☑ Yes	☐ No
6. :	SAFETY INSPECTION EVALUATED X	QUIRED CORRECTED	
á	 a. Has a facility safety inspection been conducted by the Area Occupational Safety Committee as re by HPM 10.6, Occupational Safety Manual? 	quired 🗸 Yes	□ No
ŀ	b. Has the CHP 113A, Safety Inspection Checklist, been completed?	☑ Yes	□ No
	c. What improvements have been made by the commander as a result of the most recent inspection	? None. None have b	een needed.
	(1) If recommendations required budgeting, have items been put into the budget suspense file?	☑ Yes	□ No
C	d. Has the size of the operation outgrown the facility?	Yes	☑ No
	(1) If so, what remedial action has been taken?		
		***************************************	mi-xiii
	**************************************	mess _i one or a small memory and	

- 4. Auxiliary Power Lloyd Watson the Supervisor of the north shop for the Tele-communications section was contacted. He related that these issues have been found to be prevalent through out the state prior to his assuming this new position. Now that he is aware of the issues in the Mariposa Area, issues b,c,d and g will be remedied on the next routine visit by his technician during the routine inspection.
- **4.e** The routine inspection for the Tele-communications section technician is erratic but appears to be between 4-8 weeks. Lloyd Watson the Supervisor of the north shop for the Tele-communications section is aware.
- 5.d. The Mariposa Area has no dispatch facilities.
- 5.h (1) No changes or updates have been made since 02/20/2004

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Mariposa	Central	455
EVALUATED BY		DATE
Sergeant Edward Greene, #11281		03/27/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Total be tempered in period and the dappened			
TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE 04/01/2009		
FOLLOW-UP REQUIRED Correction Report	COMMANDER'S REVIEW	1126 DATE	
☑ Yes □ No BY		100ER 03/27/2009	
1. USE AND ADEQUACY OF FACILITY	EVALUATED ACTION REQU	IRED CORRECTED	
a. Is the facility adequate?		☑ Yes	☐ No
(1) Have steps been taken to modify or replace the curren	nt facility?	☐ Yes	☑ No
(a) If a leased building, is the owner abiding by the te	rms of the lease agreement?	NA DYes	☐ No
(2) Is a safe, pleasant, efficient environment created by the	e arrangement of furniture and equipmer	nt? 🗸 Yes	□ No
(a) Is storage space used effectively?		☑ Yes	☐ No
(b) Is lighting adequate?		☑ Yes	☐ No
(c) Are there provisions for the prompt repair of the fa	cility (plumbing, heating, etc.)?	☑ Yes	□ No
(d) Does the interior of the facility have a neat, busine	esslike appearance?	☑ Yes	☐ No
2. INTERIOR APPEARANCE	EVALUATED ACTION REQU	IRED CORRECTED	
 a. What is the condition of the floors, walls, ceiling, hallways, a lobby, kitchen and the automotive office tile was replaced by 	,	re in very good condition	. The front
(1) Is interior lighting adequate?		☑ Yes	□No
(2) If leased, have needed repairs been coordinated with F	Facilities Section?	N/A □Yes	□ No
(3) Are the duties of the janitor defined and clearly underst		☑ Yes	□ No
(a) Is the janitor fully aware of the supplies available the	THE RESIDENCE OF THE PROPERTY	√ Yes	□ No
b. Is the layout of the general office areas appropriate for the		☑ Yes	 No
c. Does the layout and equipment in specialized office areas n			□ No
d. Does the layout of the restrooms meet the needs of all emp			√ No
e. Is there sufficient space available in both the men's and wo		☑ Yes	□ No
(1) Can several officers comfortably change clothes at the		☑ Yes	□ No
(2) Is there enough space for both personal lockers and ed		☑ Yes	□ No
(3) Are there full length mirrors?		✓ Yes	 ☐ No
(4) Are they clean and odor free, with adequate ventilation	?	☑ Yes	□ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CAP 453D (Rev. 5-06) OPI 009		
(5) Are lockers in good condition, with names posted on them?	☑ Yes	☐ No
f. Does the employee's room have adequate cabinets and electrical outlets?	☑ Yes	☐ No
(1) Are appliances in good working order?	☑ Yes	☐ No
g. Are bulletin boards sufficient for Area needs?	☑ Yes	□ No
(1) Are they neat and orderly?	☑ Yes	☐ No
(2) Is there a system for purging old information?	☑ Yes	□ No
(3) Do posted items have a removal date?	☑ Yes	□ No
(4) Are bulletin boards in good condition?	☑ Yes	□ No
h. When was the last inventory of items stored inside the facility? 01/30/2007		
(1) Are items arranged in a logical manner?	☑ Yes	□ No
(2) Are there surplus items that should be returned to Supply Services?	☐ Yes	☑ No
(3) What security is provided after normal business hours? Facility exterior walls and chain link fen	icing with barb w	ire secure
the rear parking area. The front gate is monitored by close circuit camera by the receptionist.		
. EXTERIOR APPEARANCE EVALUATED X	CORRECTED	
a. Overall, what is the general appearance of the exterior of the facility? Clean and in good repair. The	exterior wood tr	im and
gutters needs to be painted. A new CHP/DMV sign was moved to the S/W side of the facility to make it me	ore visible to the	public.
b. Are all painted surfaces neat and clean, free of peeling paint?	☑ Yes	☐ No
c. Is the outside lighting adequate and in good repair?	☑ Yes	☐ No
d. Is the building clearly identified?	☑ Yes	□ No
e. Is the gas station clean and in good repair?	✓ Yes	□No
(1) Does the gas station have a fire extinguisher readily available?	☑ Yes	□ No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?	☑ Yes	□ No
f. Is the paved parking area clean and in good condition?	☑ Yes	□No
(1) Are parking lines clearly painted?	√ Yes	□No
(2) Is the violation clearance area for the public clearly marked?	☐ Yes	☑ No
(3) Is there disabled parking available?	☑ Yes	☐ No
(4) Is there a parking area designated for motorcycles?	Yes	☑ No
AUXILIARY POWER EVALUATED X	CORRECTED	
a. Has the efficiency of the auxiliary power unit been tested?	☑ Yes	□ No
b. Who knows how to start the unit should the self-starter fail? Sergeant Greene		Price
c. Are operating instructions posted and easy to understand?	☑ Yes	□ No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

d. Is there a notice posted identifying who to contact should the unit fail?	☑ Yes	□ No
e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	☑ Yes	□ No
f. How often is the fuel supply replenished? As needed. There is no regular set time.		
		*
(1) At what level is it refilled? At the 40% level. The area is equipped with two 575 gallon liquid propane	tanks.	
g. Are there adequate numbers of emergency power outlets?	☑ Yes	☐ No
(1) Are they distinctively marked?	☑ Yes	☐ No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY EVALUATED X	CORRECTED	
a. Does Area have a written Emergency Action Plan?	☑ Yes	□ No
b. Does the plan have procedures for safeguarding employees during all types of emergencies?	☑ Yes	☐ No
(1) Does it have general facility security and building evacuation procedures?	☑ Yes	☐ No
(2) Does the plan work?	☑ Yes	□ No
(3) Are there sufficient management controls?	☑ Yes	□No
c. Does the plan designate duties and responsibilities to specific employees?	☑ Yes	□ No
(1) Are both uniformed and nonuniformed employees included?	☑ Yes	□ No
(2) Are employees informed of their responsibilities?	☑ Yes	☐ No
(3) Has the commander taken all responsible steps available to provide security?	☑ Yes	☐ No
(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	☑ Yes	□ No
d. Does the plan address dispatcher security?	☐ Yes	□ No
(1) How do Public Safety Dispatchers feel about the security provided? The Mariposa Area does n	ot have a dispat	ch facility
on site.		
(2) Can dispatchers deal with the public without admitting them into the building?	☐ Yes	☐ No
(3) Should modifications be made to provide better security?	☐ Yes	☐ No
(a) Would intercoms improve security?	☐ Yes	☐ No
(4) How often are two or more dispatchers on duty? N/A		
(5) How often are supervisors or other personnel in the building after normal business hours? N/A		
(6) Are maximum safety and security measures taken within communications centers?	☐ Yes	□No
e. Has training been given for all types of emergency situations?	☑ Yes	☐ No
(1) Have both uniformed and nonuniformed been given the training?	☑ Yes	□ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CH	- 433D (Nev. 3-00) OF 1 009		
	(2) Does the training include building evacuation procedures?	☑ Yes	☐ No
	(3) Do all employees know where fire extinguisher and first aid kits are located?	☑ Yes	□ No
See Line	(a) Do they know how to use them?	☑ Yes	□ No
***************************************	(4) Have all employees read the Emergency Action Plan?	☑ Yes	☐ No
	(a) Do they know where it's located?	☑ Yes	☐ No
f.	. Does the building contain asbestos?	☑ Yes	☐ No
	(1) Are employees given a copy of the annual asbestos report to read?	☑ Yes	☐ No
	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	☑ Yes	☐ No
	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	☑ Yes	☐ No
	(4) Do employees know what to do if they encounter asbestos in the building?	☑ Yes	□ No
g	. Are fire extinguishers provided and serviced as required by the California Administrative Code?	☑ Yes	☐ No
	(1) Are first aid kits provided as required by the State Administrative Manual?	☑ Yes	□ No
	(2) Is STD 621, Notice to State Employees, posted and up to date?	☑ Yes	□ No
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? The	e facility has	no fire
	sprinklers or fire hoses. There are sufficient amount of fire extinguishers placed throughout the facility.		
h.	Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?	☑ Yes	□ No
	(1) Have changes or updates been sent to the implementing agency?	☑ Yes	□ No
6. S	AFETY INSPECTION EVALUATED ACTION REQUIRED	CORRECTED	
a.	Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	☑ Yes	□ No
b.	Has the CHP 113A, Safety Inspection Checklist, been completed?	☑ Yes	□ No
C.	What improvements have been made by the commander as a result of the most recent inspection? The Are	ea has resurf	aced and
	striped the front and rear parking lots, installed a remote entrance gate, fuel and DMV canopy for VIN verificat	ions, privacy	screening
	on the rear parking lot fence, new CHP/DMV sign, replace the wood patio cover, constructed a covered portable	e garage, ins	talled new
	storage cabinets above the officers lockers and replaced the tile flooring in the main lobby, kitchen and automot	tive office.	111
	(1) If recommendations required budgeting, have items been put into the budget suspense file?	☑ Yes	□No
d.	Has the size of the operation outgrown the facility?	☐ Yes	☑ No
V	(1) If so, what remedial action has been taken? N/A	100	***************************************

AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: Area Management Evalu	ation, Chapter 4, Facility Maintenance and Security	DATE:	03/27/2009
SECTIONS	COMMENTS		
2. Interior Appearance:			
2. d.	Che Area men's locker room restroom sink is not accommodating to perso	ns with dise	abilities who
	quiliza a wheelchaira		eser esemble esemble
3. Exterior Appearance:			-
3. a.	The exterior trim and gutters need to be painted.		***************************************
3. f. (2)	There is no parking violation clearance parking area. Sufficient parking is	available.	
5. Employee Protection and Facility			
Security:		· · · · · · · · · · · · · · · · · · ·	
5. d.	The Mariposa Area has no dispatch facility.		
i. h. (1)	No changes or updates have been made since 02/20/2004.		
			neconne — —
			C
			7
			- University
			4

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division	Chapter:
Oakhurst Area	Central	HPG 22.1 ch.4
Inspected by:		Date:
Sgt. Jack Mears		03/25/2009

number of the inspection in the Chapter shall be routed to and its due date. This	r Inspecti s docume	on number. Under "Forvent shall be utilized to do	ward to:" enter the cument innovativ	or fill in the blanks as indicated. Enter the chapter enext level of command where the document be practices, suggestions for statewide by be used if additional space is required.
TYPE OF INSPECTION Division Level Command Level Executive Office Level		Total hours expended on the inspection: hours		☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:		rd to: al Division ate: May 7, 2009	' Sana	ter Adams, 17
Chapter Inspection: Inspector's Comments Regar	rding Ir	nnovative Practices	S:	
Command Suggestions for St	atewid	e Improvement:		
Inspector's Findings:				

See attached inspection and narrative.

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Oakhurst Area	Central	HPG 22.1 ch. 4
Inspected by: Sgt. Jack Mears		Date: 3/25/2009

raye 2		e s
Commander's Response: ⊠ Concur or	☐ Do Not Concur (Do Not Concur sha	all document basis for response)
Facility improvements are out of the contraction, and until a decision is improvements are being entertained.		
Inspector's Comments: Shall address non (etc.)	concurrence by commander (e.g., finding	s revised, findings unchanged,
Required Action		
Corrective Action Plan/Timeline		
Jnknown at this time.		**
Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE Audro Adams, ut INSPECTOR'S SIGNATURE	#/27/09 DATE
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	DATE

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Oakhurst Central		456
EVALUATED BY		DATE
J.M. MEARS		03/01/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Improbbleto. The form builded	combinered in ben at barrent				
TYPE OF EVALUATION Formal Evaluation Informal Evaluation		03/31/2009			
FOLLOW-UP REQUIRED		COMMANDER'S REVIEW		DATE	
	Correction Report	3101	amo, LT		
☑ Yes ☐ No	BY			03/25/2009	9
1. USE AND ADEQUACY OF FAC	CILITY	YES	ACTION REQUIRED YES	CORRECTED	
a. Is the facility adequate?				Yes	☑ No
(1) Have steps been taken	to modify or replace the current	facility?		✓ Yes	☐ No
(a) If a leased building,	is the owner abiding by the term	ms of the lease agreen	nent?	Yes	□No
(2) Is a safe, pleasant, effic	ent environment created by the	arrangement of furnitu	ure and equipment?	☑ Yes	☐ No
(a) Is storage space us	ed effectively?			✓ Yes	☐ No
(b) Is lighting adequate	?		•	☑ Yes	☐ No
(c) Are there provisions	for the prompt repair of the fac	cility (plumbing, heating	j, etc.)?	☑ Yes	□No
(d) Does the interior of	the facility have a neat, busines	sslike appearance?		Yes	☑ No
2. INTERIOR APPEARANCE		YES	ACTION REQUIRED YES	CORRECTED	
a. What is the condition of the floors, walls, ceiling, hallways, a		nd counter tops?	Ceiling tiles show area	s of water leaka	ige. The
ceiling leaks in heavy rain b	etween two sections of the mo	dular building. The do	oors within the building are	not level and a	re difficult
to close completely, or slam	when closing. The women's roo	om faucet controls are	backward and one is broke	en.	
(1) Is interior lighting adequa	ite?			☑ Yes	□No
(2) If leased, have needed re	epairs been coordinated with Fa	acilities Section?		Yes	□No
(3) Are the duties of the janit	or defined and clearly understo	od?	Wa	☑ Yes	☐ No
(a) Is the janitor fully aw	are of the supplies available thr	rough the requisition p	rocess?	Yes	☐ No
b. Is the layout of the general office areas appropriate for the as		ssigned personnel or c	lassification?	☐ Yes	☑ No
c. Does the layout and equipment in specialized office areas meet the		eet the needs of each	specialized function?	Yes	☑ No
d. Does the layout of the restroo	ms meet the needs of all emplo	yees, including those	with disabilities?	Yes	☑ No
e. Is there sufficient space availa	ble in both the men's and wom	en's locker rooms?		☐ Yes	☑ No
(1) Can several officers com	ortably change clothes at the s	ame time?		Yes	☑ No
(2) Is there enough space for	both personal lockers and equ	ipment lockers?		Yes	☑ No
(3) Are there full length mirro	rs?		Was to the P	☐ Yes	☑ No
(4) Are they clean and odor f	ree, with adequate ventilation?			Yes	☑ No

STATE OF CALIFORNIA .

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

С	HP 4	453D (Rev. 5-06) OPI 009				
		(5) Are lockers in good condition, with names posted on them?			☑ Yes	☐ No
	f.	Does the employee's room have adequate cabinets and electrical	al outlets?		Yes	☑ No
		(1) Are appliances in good working order?			Yes	☑ No
	g.	Are bulletin boards sufficient for Area needs?			☑ Yes	☐ No
		(1) Are they neat and orderly?			☑ Yes	☐ No
		(2) Is there a system for purging old information?			☑ Yes	□No
		(3) Do posted items have a removal date?			☑ Yes	□ No
		(4) Are bulletin boards in good condition?			✓ Yes	☐ No
-	h.	When was the last inventory of items stored inside the facility?	July 2008			
_		(1) Are items arranged in a logical manner?			Yes	☑ No
		(2) Are there surplus items that should be returned to Supply Se	ervices?	,	☑ Yes	□No
		(3) What security is provided after normal business hours?	The front and back o	loors are double locked.	After norma	l business
		hours and when the building is vacant, the rear gate is locked	ed.			
— 3.	EX	TERIOR APPEARANCE	YES	ACTION REQUIRED YES	CORRECTED	
	а.	Overall, what is the general appearance of the exterior of the fac		r could use paint		
				United to		
	b.	Are all painted surfaces neat and clean, free of peeling paint?			Yes	☑ No
	c.	Is the outside lighting adequate and in good repair?			Yes	☑ No
	d.	Is the building clearly identified?			☑ Yes	□No
	e,	Is the gas station clean and in good repair?			☑ Yes	□No
	-	(1) Does the gas station have a fire extinguisher readily availab	le?		☑ Yes	□No
		(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and voperating properly?	water hoses, and shut off	switches	☑ Yes	□No
	f. I	Is the paved parking area clean and in good condition?			☑ Yes	□No
		(1) Are parking lines clearly painted?			☑ Yes	□No
		(2) Is the violation clearance area for the public clearly marked?			Yes	☑ No
		(3) Is there disabled parking available?			✓ Yes	□No
		(4) Is there a parking area designated for motorcycles?			Yes	☑ No
١.	AU)	XILIARY POWER	YES	NO O	CORRECTED	
	a.	Has the efficiency of the auxiliary power unit been tested?		d:	☑ Yes	□ No
	b. Who knows how to start the unit should the self-starter fail? Anyone can start the unit, attached are easy to read instructions.					
	C	Are operating instructions posted and easy to understand?			✓ Yes	No

AREA MANAGEMENT EVALUATION

FACILITY	MAINTENANCE AND SECURIT
CHP 453D (Rev. 5-06) OPI 009

01	100	E (1101.0 00) 011 000				
	d. Is	there a notice posted identifying who to contact should the ur		☑ Yes	☐ No	
	e. D	oes the log indicate Area personnel and Telecommunications	Section have conducte	d weekly testing?		☐ No
	f. Ho	ow often is the fuel supply replenished? Approximately ev	ery two years.			
		12				
·-	(1) At what level is it refilled?				
	g. Aı	re there adequate numbers of emergency power outlets?			☐ Yes	☑ No
2000	(1	Are they distinctively marked?			☐ Yes	☑ No
5.	EMPL	OYEE PROTECTION AND FACILITY SECURITY	YES YES	ACTION REQUIRED YES	CORRECTED	10 115
	a. Do	pes Area have a written Emergency Action Plan?			☑ Yes	☐ No
ŀ	o. Do	es the plan have procedures for safeguarding employees duri	ng all types of emerge	ncies?	☑ Yes	□ No
	(1)	Does it have general facility security and building evacuation	procedures?		☑ Yes	□ No
	(2)	Does the plan work?			☑ Yes	□ No
	(3)	Are there sufficient management controls?			✓ Yes	□No
C	. Do	es the plan designate duties and responsibilities to specific en	nployees?		☑ Yes	☐ No
	(1)	Are both uniformed and nonuniformed employees included?			☑ Yes	□No
	(2)	Are employees informed of their responsibilities?			☑ Yes	□ No
	(3)	Has the commander taken all responsible steps available to	provide security?		☑ Yes	☐ No
	(4)	Has the commander visited the facility after normal business in place?	hours to ensure secur	ity measures are	☑ Yes	□No
d	. Do	es the plan address dispatcher security?			☐ Yes	□ No
	(1)	How do Public Safety Dispatchers feel about the security pro	vided?			
	(2)	Can dispatchers deal with the public without admitting them i	nto the building?		Yes	☐ No
	(3)	Should modifications be made to provide better security?			Yes	□No
		(a) Would intercoms improve security?			Yes	□ No
	(4)	How often are two or more dispatchers on duty?				
	(5)	How often are supervisors or other personnel in the building a	afler normal business I	nours?		
			The China	11 2411		
	(6)	Are maximum safety and security measures taken within com	nmunications centers?		Yes	□ No
e.	Has	training been given for all types of emergency situations?			☑ Yes	☐ No
	(1)	Have both uniformed and nonuniformed been given the traini	ng?		√ Yes	☐ No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

С	CHP 453D (Rev. 5-06) OPI 009	
	(2) Does the training include building evacuation procedures?	☑ Yes ☐ No
	(3) Do all employees know where fire extinguisher and first aid kits are located?	☑ Yes ☐ No
	(a) Do they know how to use them?	☑ Yes ☐ No
	(4) Have all employees read the Emergency Action Plan?	☑ Yes ☐ No
	(a) Do they know where it's located?	☑ Yes ☐ No
_	f. Does the building contain asbestos?	☐ Yes ☑ No
	(1) Are employees given a copy of the annual asbestos report to read?	☐ Yes ☑ No
	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	☐ Yes ☑ No
	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	☐ Yes ☑ No
	(4) Do employees know what to do if they encounter asbestos in the building?	☑ Yes ☐ No
	g. Are fire extinguishers provided and serviced as required by the California Administrative Code?	☑ Yes ☐ No
	(1) Are first aid kits provided as required by the State Administrative Manual?	☑ Yes ☐ No
_	(2) Is STD 621, Notice to State Employees, posted and up to date?	☑ Yes ☐ No
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.?	N/A
	h. Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?	☑ Yes ☐ No
	(1) Have changes or updates been sent to the implementing agency?	☑ Yes ☐ No
5.	SAFETY INSPECTION PEQUIRED YES ACTION REQUIRED	CORRECTED
	a. Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	☑ Yes ☐ No
	b. Has the CHP 113A, Safety Inspection Checklist, been completed?	☑ Yes ☐ No
	c. What improvements have been made by the commander as a result of the most recent inspection?	See narrative
	(1) If recommendations required budgeting, have items been put into the budget suspense file?	☑ Yes ☐ No
	d. Has the size of the operation outgrown the facility?	☑ Yes ☐ No
	(1) If so, what remedial action has been taken? Land has been purchased, and architectural plans	have been completed for a new
	facility, however, due to budget restrictions, the construction has been delayed.	

Area Management Evaluation Chapter 4. Page 5

1. USE AND ADEQUACY OF FACILITY

The Oakhurst Area is currently housed in a temporary facility. The facility is a state owned triple wide modular building. The facility inadequately serves the area personnel, which consists of 23 uniformed and 3 non-uniformed employees. The Department of General Services (DGS) has obtained property and was expected to break ground on a new permanent facility in mid-2009 however budget constraints have delayed this progress.

1. a - This facility is inadequate for the purpose of housing a CHP Area of this size. The office is a state owned triple wide trailer. The facility is nearly 25 years old and is rapidly reaching its life expectancy for a trailer. The facility is feeling its age with needs of many small repairs. The facility is located on a portion of land which is currently owned by the Department of Transportation: The property is primarily used by Cal-Trans, and the CHP is a guest on this property. The Area has outgrown this facility due to the limited mandated storage needs, the number of employees, and the required equipment necessary to facilitate the daily operations of the Area.

1.a (2) (d) - The arrangement of the office is pleasant but cramped and somewhat efficient; however, the following deficiencies were noted:

The men's locker room has various articles of clothing, footwear and other items stored atop lockers. This detracts from the overall professional appearance. Additionally, the shower stall in the men's locker room is currently being used for storage of officer Personal Protective Equipment (PPE). This prevents the shower from being used for its intended purpose. There currently is no room to store the PPE's in the office and without costly renovation this is not an available option based on the expected move in the near future.

The women's restroom, although not visible or open to the public serves double duty as the women's locker room. The women's restroom is made available to other governmental employees or invited visitors. The locker/restroom serves two female uniformed officers and a female employee. The women's locker/restroom supports one locker which diminishes it size and functionality either a restroom or locker room. The uniformed officers use this space to change clothes, prepare for work, store their uniforms, and secure their departmentally issued equipment. This double duty detracts from a professional businesslike appearance. Once again, there is no room to grow without costly renovation.

The briefing room and debriefing room are combined into a single work space due to the limited office size. Attempting to conduct briefings with employees about to start their shift, while employees that are about to end their shift are using the same work space, is difficult. Additionally, the briefing and debriefing room is located at one of the two only entry points to the office. Briefing is often disrupted by employees passing through to access the building.

ACTION ITEMS:

• Area to prepare a briefing item instructing officers to remove non-essential items from locker tops and arrange for the janitor to dust and clean locker tops.

Area Management Evaluation Chapter 4 Page 6

• Area supervisors to remind officers to be courteous and less disruptive as they pass through the briefing area.

2. INTERIOR APPEARANCE

- 2.a The overall interior appearance of the facility is in fair condition with the exception of the previously noted items. The walls and floors are kept clean and free of grime. The lighting is adequate and is replaced when necessary. Because of the lack of space, the office personnel work diligently to keep the office looking professional and businesslike.
- 2.b The office currently supports one Office Technician and one half-time Office Assistant to conduct clerical duties. The desk on which the OT performs her duties is cluttered with required manuals, desk references, a computer, and additional essential work items. Both work spaces are limited mostly due to size of the available space. The OT desk is in plain view of the public and is the first impression the public has of this CHP office.
- 2.c The office currently supports two special duty officers who split many collateral duties. The special duty office is cramped and can only support the occupancy of one officer and some necessary files. The second officer, as part of his duties, is the training officer. The training officer's desk is outside the special duty office in plain view of the public. The training officer routinely handles training tools and equipment. By the mere nature of his assignment, some of those items should be concealed from the view to the general public.
- 2.f The Area currently does not have the space to provide an employee's room but, has an area with donated kitchen appliances and a sink to provide for employee breaks. Although limited, this space is able to meet most employee needs.
- 2.g (2)(3) Items placed on the bulletin board are dated, and routinely removed.
- 2.h The Area currently does not have sufficient space to store many office supplies inside the facility. The office currently has a limited supply of commonly used office supplies stored in an unlocked cabinet accessible in the main area of the office. The office technician routinely checks the stock for reorder on a monthly basis. Additionally, there is a clipboard available to employees to note supplies that are lacking and need to be included on the quarterly order.

ACTION ITEMS:

- Explore the option to purchase or requisition a rack or shelves to raise reference material off the office technician desk and free up space giving a cleaner more professional business-like appearance.
- Remind office personnel to keep sensitive items away from the view of the general public.
- A stamp will be ordered which will be used to date all bulletin board items, for easier removal every 60 days on a rotating basis.

Area Management Evaluation Chapter 4, Page 7

3. EXTERIOR APPEARANCE

- 3.a The exterior lighting in the front of the building is in adequate condition. The lights serve their intended purpose. The lighting in the rear was recently improved to include solar powered motion lights to illuminate the rear parking area. There is one light at the rear door of the facility which serves to illuminate the rear steps. As mentioned previously, the facility is located on Cal Trans property. Both share a swinging gate that is locked with a padlock and chain after hours. Because of access by both agencies, access is not as controlled as it could be.
- 3.f(2) The facility does not have a specific area set aside to conduct violation clearances. There is no available room to create one and there is no plan to create an area for this purpose
- 3.f (4) The facility does not have a specific area set aside for motorcycle parking. There is no available room to create one and there is no plan to create an area for this purpose

4. AUXILIARY POWER

The auxiliary power supply is supplied by a 1000 gallon propane tank which is dedicated exclusively to the generator. The fuel capacity is checked periodically by the automotive technician and is filled as needed. The generator self-tests on a weekly basis (each Monday morning).

- 4.d The auxiliary power unit has posted information identifying who should be contacted in the event of a failure.
- 4e The Automotive Technician is tasked with ensuring the self-test is done, and the hours are noted.
- 4 g The auxiliary power unit supplies power to all power outlets within the facility when activated.

5. EMPLOYEE PROTECTION AND FACILITY SECURITY

The Oakhurst Area Emergency Action Plan is comprehensive, well-organized, and provides a plan for any foreseeable emergency at the facility. There are two copies of the Emergency Plan. One is in the Lieutenant's office in plain view and the other in the Sergeant's office. Both are contained in distinctively marked red binders which clearly read Emergency Action Plan. There is a sergeant assigned to review the plan annually to ensure that all the information contained therein is current, and a master control or revision record is contained in each copy of the plan. All employees review the plan with a sergeant at their annual performance evaluation. Newly assigned personnel review the plan as part of the orientation process. All information within the Emergency Plan is current and correct.

5 f - A call was placed to Department of General Services regarding asbestos in the building. The facility was manufactured after the ban to use asbestos in buildings and therefore asbestos will not be found in the building.

Area Management Evaluation Chapter 4. Page 8

5 g - There are two fire extinguishers in the building. Both are located in conspicuous locations and are easily accessible. The fire extinguishers are required to be serviced annually according to the California Administrative Code. Additionally the pressure gauge is required to be checked on a monthly basis. Both fire extinguishers have been recently serviced and are current and up to date.

6. SAFETY INSPECTION

The safety inspection was done in mid-2008. Identified safety hazards are corrected as soon as possible.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION	AREA Merced - 460	DIVISION Central	NUMBER	
FACILITY MAINTENANCE AND SECURITY	HIVALVATEORY		DATE	
CHP 453D (Rev. 5-06) OPI 009	G. R. Lamerson,	Sergeant	03/24/200	19
INSTRUCTIONS: Indicate items reviewed by p form is used as a Correction Report, the "Corre individual items with "yes" or "no" answers, or fi information can be placed on the CHP 454, Are significant findings, accomplishments or correct impressions. This form can be completed in pe	ction" box should be initialed and ill in the blanks as indicated. If ad- a Management Evaluation Supple tive actions, unresolved items, pro	dated as deficiencies a ditional comments are ement. The Suppleme oblems or progress, and	are corrected. necessary, the nt should inclu d the evaluato	Answer e ide
Formal Evaluation Informal Evaluation	03/27/2009			
OLLOW-UP REQUIRED Correction Rep	port COMMANDER'S REVIEW		DATE	
☑ Yes ☐ No BY	S. A. Badilla, Cap	otain	03/24/200	19
I. USE AND ADEQUACY OF FACILITY	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. Is the facility adequate?			☑ Yes	☐ No
(1) Have steps been taken to modify or replace	ce the current facility?		Yes	√ No
(a) If a leased building, is the owner abid	ing by the terms of the lease agreeme	ent?	☐ Yes	□No
(2) Is a safe, pleasant, efficient environment of	created by the arrangement of furnitur	e and equipment?	√ Yes	□ No
(a) Is storage space used effectively?			√ Yes	[] No
(b) Is lighting adequate?			√ Yes	☐ No
(c) Are there provisions for the prompt re	pair of the facility (plumbing, heating,	etc.)?	√ Yes	□ No
(d) Does the interior of the facility have a	neat, businesslike appearance?		√ Yes	□ No
. INTERIOR APPEARANCE	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. What is the condition of the floors, walls, ceiling	, hallways, and counter tops?	Floors, Walls, Ceiling	s and Counter to	ops are in
good serviceable condition.				
(1) Is interior lighting adequate?			☑ Yes	□ No
(2) If leased, have needed repairs been coordi	inated with Facilities Section?		Yes	No No
(3) Are the duties of the janitor defined and cle	early understood?		√ Yes	No
(a) Is the janitor fully aware of the supplies	s available through the requisition pro	ocess?	√ Yes	∐ No
b. Is the layout of the general office areas appropr	iate for the assigned personnel or cla	ssification?	✓ Yes	□ No
c. Does the layout and equipment in specialized of	ffice areas meet the needs of each sp	pecialized function?	☑ Yes	LINO
d Does the layout of the restrooms meet the need	ls of all employees, including those w	rith disabilities?	[] Yes	□ No
e. Is there sufficient space available in both the me	en's and women's locker rooms?		√] Yes	□ No
(1) Can several officers comfortably change clo	othes at the same time?		☑ Yes	□ No
(2) Is there enough space for both personal loc	ckers and equipment lockers?		√J Yes	□ No
(3) Are there full length mirrors?			√ Yes	No
(4) Are they clean and odor free, with adequate	e ventilation?		✓ Yes	☐ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

-					-
Ç.	Are operating instructions posted and easy to understand?			√. Yes	□No
_	Who knows how to start the unit should the self-starter fail?	All employees are	trained anually on the use of		
-	Has the efficiency of the auxiliary power unit been tested?	Yes	No	√J Yes	☐ No
. AU	XILIARY POWER	EVALUATED	ACTION REQUIRED	CORRECTED	
	(4) Is there a parking area designated for motorcycles?			√ Yes	[No
	(3) Is there disabled parking available?			√ Yes	[No
	(2) Is the violation clearance area for the public clearly mark	ked?		[] Yes	☑ No
	(1) Are parking lines clearly painted?			√ Yes	□ No
f.	Is the paved parking area clean and in good condition?			[] Yes	W No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air a operating properly?	and water hoses, and	shut off switches	☑; Yes	L] No
	(1) Does the gas station have a fire extinguisher readily av	ailable?		√ Yes	□No
е	Is the gas station clean and in good repair?			☑ Yes	□No
d.	Is the building clearly identified?			V Yes	□ No
C.	Is the outside lighting adequate and in good repair?		5	[√] Yes	□ No
b.	Are all painted surfaces neat and clean, free of peeling paint	1?		[☑ Yes	☐ No
	professional image of the Department.				
a.	Overall, what is the general appearance of the exterior of the	e facility? The	e exterior is very clean, busin	nesslike and pro	sents a
3. E)	TERIOR APPEARANCE	EVALUATED	ACTION REQUIRED Yes	CORRECTED	
	Combination locks were changed in December 2008.				
	(3) What security is provided after normal business hours?	Combination	n door locks on exterior doo	rs provide 24 h	our security
	(2) Are there surplus items that should be returned to Supp	oly Services?		√ Yes	□ No
	(1) Are items arranged in a logical manner?			☑ Yes	□No
h.	When was the last inventory of items stored inside the facility	ty? July 2008.			
	(4) Are bulletin boards in good condition?			√ Yes	□ No
	(3) Do posted items have a removal date?			Yes	√ No
	(2) Is there a system for purging old information?			√ Yes	□No
	(1) Are they neat and orderly?			√ Yes	☐ No
g	Are bulletin boards sufficient for Area needs?			√ Yes	☐ No
	(1) Are appliances in good working order?			√ Yes	□ No
f,	Does the employee's room have adequate cabinets and elec-	ctrical outlets?		√ Yes	□ No
	(5) Are lockers in good condition, with names posted on the	101111		√ Yes	☐ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

-0111	433D (Nev. 3-30) Of 1003						
d	d. Is there a notice posted identifying who to contact should the unit fail	?		√ Yes	☐ No		
е	e. Does the log indicate Area personnel and Telecommunications Secti	ion have conducted	d weekly testing?	√ Yes	☐ No		
f.	f. How often is the fuel supply replenished? Biennially, or when an	low often is the fuel supply replenished? Biennially, or when an emergency prepardness concern dictates the need.					
	(1) At what level is it refilled? When both propane tanks reach 33%	% percent of remai	ning capacity.				
9	g. Are there adequate numbers of emergency power outlets?			☑ Yes	☐ No		
	(1) Are they distinctively marked?			√ Yes	☐ No		
5. E	EMPLOYEE PROTECTION AND FACILITY SECURITY	CUATED	No	CORRECTED			
а	Does Area have a written Emergency Action Plan?			√ Yes	□ No		
b	Does the plan have procedures for safeguarding employees during a	II types of emerger	ncies?	√ Yes	□ No		
	(1) Does it have general facility security and building evacuation pro	(1) Does it have general facility security and building evacuation procedures?					
	(2) Does the plan work?			✓ Yes	□ No		
	(3) Are there sufficient management controls?			√ Yes	□ No		
C.	c. Does the plan designate duties and responsibilities to specific employ	yees?		√ Yes	☐ No		
	(1) Are both uniformed and nonuniformed employees included?			√ Yes	□ No		
	(2) Are employees informed of their responsibilities?			✓ Yes	☐ No		
	(3) Has the commander taken all responsible steps available to provi	vide security?		√ Yes	□ No		
	(4) Has the commander visited the facility after normal business hou in place?	irs to ensure secur	ity measures are	☑ Yes	LINO		
d.	. Does the plan address dispatcher security?			√ Yes	□ No		
	(1) How do Public Safety Dispatchers feel about the security provide	ed? The s	security is adequate.				
	(2) Con disposable are deal with the subline title at a decision to			i√l Yes			
	(2) Can dispatchers deal with the public without admitting them into t	the building?		✓ Yes	□ No		
	(3) Should modifications be made to provide better security?			[V] Yes	□ No		
	(a) Would intercoms improve security?			(V) Yes			
	(4) How often are two or more dispatchers on duty? 24 ho	ours a day.					
	(5) How often are supervisors or other personnel in the building after	normal business l	hours? 24 hours a	day.			
	(6) Are maximum safety and security measures taken within commun	nications centers?		☑ Yes	□No		
e.	Has training been given for all types of emergency situations?			√ Yes	□ No		
	(1) Have both uniformed and nonuniformed been given the training?			☑ Yes	□ No		

AREA MANAGEMENT EVALUATION

d. Has the size of the operation outgrown the facility?

(1) If so, what remedial action has been taken?

	ACILITY MAINTENANCE AND SECURITY IP 453D (Rev. 5-06) OPI 009				
===	(2) Does the training include building evacuation proce	dures?		☑ Yes	L] No
	(3) Do all employees know where fire extinguisher and	first aid kits are located?		✓ Yes	[] No
	(a) Do they know how to use them?			✓ Yes	[] No
	(4) Have all employees read the Emergency Action Pla	in?		√ Yes	☐ No
	(a) Do they know where it's located?			☑ Yes	☐ No
	f. Does the building contain asbestos?			☐ Yes	☑ No
	(1) Are employees given a copy of the annual asbestos	report to read?		Yes	∐ No
	(2) Are new employees notified of the presence of asbe	estos within 15 days of rep	orting to work?	☐ Yes	□ No
	(3) Is a copy of the notice posted on the employee or or	ccupational safety bulletin	board?	☐ Yes	□ No
	(4) Do employees know what to do if they encounter as	bestos in the building?		☐ Yes	□ No
ç	g. Are fire extinguishers provided and serviced as required	by the California Administ	rative Code?	√ Yes	□ No
	(1) Are first aid kits provided as required by the State A	dministrative Manual?		√ Yes	☐ No
	(2) Is STD 621, Notice to State Employees, posted and	up to date?		√ Yes	[] No
	(3) What is the condition of other emergency equipment	t such as fire hoses, sprink	kler systems, etc.?	Emergency equ	ipment
	throughout the facility is in good servicable conditi	ion.			
t	n. Is there a Hazardous Materials Business Plan on file with	n the local implementing ag	gency as required?	√I Yes	□ No
	(1) Have changes or updates been sent to the impleme	nting agency?		√ Yes	□ No
6. 5	SAFETY INSPECTION	Yes	ACTION REQUIRED	CORRECTED	
а	a. Has a facility safety inspection been conducted by the Ar by HPM 10.6, Occupational Safety Manual?	rea Occupational Safety Co	ommittee as required	√ Yes	□ No
b	. Has the CHP 113A, Safety Inspection Checklist, been co	ompleted?		√ Yes	[] No
С	What improvements have been made by the commander as a result of the most recent inspection? No in			improvements w	ere required
	during the Q4 2008 Safety Inspection.				
	(1) If recommendations required budgeting, have items	been put into the budget s	uspense file?	[] Yes	[] No
đ	. Has the size of the operation outgrown the facility?			☐ Yes	V No

Follow-up Required:

ΠNo

✓ Yes

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Merced	Division: Central	Chapter 4
Inspected by: G. R. Lamersor	-	Date: 03/24/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION

Division Level Command Level

Executive Office Level

Total hours expended on the inspection:

Attachments Included

Attachments Included

Due Date: 03/29/2009

Chapter Inspection: Chapter 4 – FACILITY / SECURITY

Forward to:

Central Division

Inspector's Comments Regarding Innovative Practices:

Inspector believes innovative practices could include the incorporation of supervisory staff in the approval process of bulletin board material. Material for posting could be submitted for review and appropriateness at which point a removal date would be included.

Command Suggestions for Statewide Improvement:

Command personnel suggest remedial actions will be sufficient to attain the goals outlined in the action plan and would be sufficient for statewide improvement.

Inspector's Findings:

- 1) Items posted on bulletin boards do not have a removal date.
- 2) Area has damaged asphalt in the parking lots of the entire facility.
- 3) Area does not have a designated location for the purpose of violation clearance.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT



1	-	y ====	Floor.	8 2
100				1
	_	700	2.0	ALC:

Command:	Division:	Chapter
Merced	Central	4
Inspected by:		Date
G. R. Lamer	son, Sergeant	03/24/2009

Commander's Response: Concur or Do Not Concur (Do Not Concur sha	all document basis for response)
	*
Inenector's Comments: Shall address can consurrance by commender to a finding	souland findings upshapped
Inspector's Comments: Shall address non concurrence by commander (e.g., findings etc.)	s revised, findings difficialiged,
la de la companya de	
Required Action	
Required Action	
Corrective Action Plan/Timeline	
The corrective action plan for bulletin board postings includes the utilization of appr	roval processes in order to
ensure old postings that are expired will be removed in a timely manner.	
The corrective action plan for the damaged asphalt parking lot and lack of violation	
coordination with Facilities Section to provide repairs and modification to the currer	nt parking lot configuration.
All corrective action will be completed within 30 days of this inspection.	
Employee would like to discuss this report withCOMMANDER'S SIGNATURE	DATE
the reviewer.	03/27/2009
(See HPM 9.1, Chapter 8 for appeal procedures.) INSPECTOR'S SIGNATURE	DATE
INSPECTOR'S SIGNATORE	03/27/2009
- Ar Kfain	
Reviewer discussed this report with REVIEWER'S SIGNATURE employee	DATE
ETHNOVEE	

Memorandum

Date:

March 27, 2009

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Merced Area

File No.:

460.10533

Subject:

INSPECTION - CHAPTER 4, FACILITY MAINTENANCE AND SECURITY

The attached inspection was completed and prepared by Sergeant Glindon Lamerson, #12344, of this Area. In his memorandum, Sergeant Lamerson has presented two action items which will be accomplished prior to Friday, April 24, 2009.

Area concurs with the findings of this chapter inspection. The attached report is submitted to Central Division for review and approval.

S. A. BADILLA, Captain

Merced Area

Attachments

Memorandum

Date:

March 24, 2009

To:

Merced Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Merced Area

File No.:

460.10533.12344

Subject:

CHAPTER 4 - FACILITY MAINTENANCE AND SECURITY

On March 24, 2009, an Area Management Evaluation was completed at the Merced Area which focused on the Area's Facility, Maintenance and Security. After the informal evaluation was completed, the following items requiring corrective action were noted.

1) Section 2 - Interior Appearance: Action Required

g.(3) Do posted items on bulletin boards have a removal date? Currently items posted do not have a removal date. All items required to have removal dates will be subject to the given removal dates. Items for posting will be given to management for appropriateness and provided removal dates.

2) Section 3 - Exterior Appearance: Action Required

f. Is the paved parking area clean and in good working condition? Area has coordinated with facilities section to repair and resurface the damaged asphalt in the parking lots of the entire facility.

f.(2) Is the violation clearance area for the public clearly marked? Area has requested and been approved by facilities section to designate and mark a location for the purpose of violation clearance. This will be completed during the repairs and resurfacing of the parking lots.

Corrective action will be taken or have already been addressed as specified in this memorandum under "Action Required" of each heading. The corrective action or action steps will be completed within 30 days of this memorandum.

G. Ř. LAMERSON, ID 12344

Sergeant

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AHEA	DIVISION	NUMBER
Merced	Central	
EVALUATED 97		PENTE
C. Heller, Serge	ant	09/06/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE			
✓ Formal Evaluation ☐ Informal Evaluation				
FOLLOW-UP REQUIRED ☐ Correction Report ✓ Yes ☐ No BY	COMMANDER'S REVIEW		DATE 9/2	3 (03
1. USE AND ADEQUACY OF FACILITY	Yes	NO NO	CORRECTED N/A	
a. Is the facility adequate?			✓ Yes	□No
(1) Have steps been taken to modify or replace the current to	acility?		☐ Yes	✓ No
(a) If a leased building, is the owner abiding by the term	ns of the lease agreement?		✓ Yes	□No
(2) Is a safe, pleasant, efficient environment created by the	arrangement of furniture and	d equipment?	✓ Yes	□No
(a) Is storage space used effectively?			☑ Yes	□No
(b) Is lighting adequate?				□No
(c) Are there provisions for the prompt repair of the facil	lity (plumbing, heating, etc.)	?	✓ Yes	□ No
(d) Does the interior of the facility have a neat, business			☑ Yes	□ No
2. INTERIOR APPEARANCE	Yes	Yes	CORRECTED	
a. What is the condition of the floors, walls, ceiling, hallways, an	d counter tops? Floor tiles	s were replaced this y	ear throughou	ıt the
building. New carpet was put down in the dispatch center.	The walls and door jams the	oughout the building	needs to be p	painted
(1) Is interior lighting adequate?			✓ Yes	□No
(2) If leased, have needed repairs been coordinated with Fa	cilities Section?		☐ Yes	□No
(3) Are the duties of the janitor defined and clearly understood	od?		✓ Yes	□No
(a) Is the janitor fully aware of the supplies available thre	ough the requisition process	5?		□ No
b. Is the layout of the general office areas appropriate for the as	signed personnel or classifi	cation?		□No
c. Does the layout and equipment in specialized office areas me	et the needs of each specia	alized function?	✓ Yes	□No
d. Does the layout of the restrooms meet the needs of all emplo	yees, including those with d	isabilities?	✓ Yes	□No
e. Is there sufficient space available in both the men's and women	en's locker rooms?		✓ Yes	□No
(1) Can several officers comfortably change clothes at the sa	ame time?		✓ Yes	□No
(2) Is there enough space for both personal lockers and equi	pment lockers?		✓ Yes	□ No
(3) Are there full length mirrors?			✓ Yes	□No
(4) Are they clean and odor free, with adequate ventilation?			✓ Yes	□No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

0111	433D (Nev. 5-00) OF1 005					
	(5) Are lockers in good condition, with names posted on	them?	,	✓ Yes	□No	
f	Does the employee's room have adequate cabinets and e	electrical outlets?		✓ Yes	□No	
	(1) Are appliances in good working order?	-		✓ Yes	□No	
ç	. Are bulletin boards sufficient for Area needs?			✓ Yes	□No	
	(1) Are they neat and orderly?			✓ Yes	□No	
	(2) Is there a system for purging old information?			✓ Yes	□No	
	(3) Do posted items have a removal date?			☐ Yes	☑ No	
	(4) Are bulletin boards in good condition?			✓ Yes	□No	
h	. When was the last inventory of items stored inside the facility? Annual Property Inventory (July 2007) is stored in OSS office.					
	(1) Are items arranged in a logical manner?			✓ Yes	□No	
	(2) Are there surplus items that should be returned to Su	pply Services?		✓ Yes	□No	
	(3) What security is provided after normal business hours	s? Combination door	locks on exterior doors prov	ide 24 hour se	curity of the	
	facility. No other security is provided. Combination	n tocks need to be chang	ged to new code			
3. E	XTERIOR APPEARANCE	Yes	Yes	SOBRECTED		
а	Overall, what is the general appearance of the exterior of		10.00	and businessli	ke. The	
	parking lot is in need of resurfacing and re-striping. Han-					
b	Are all painted surfaces neat and clean, free of peeling pa			☐ Yes	☑No	
C.	Is the outside lighting adequate and in good repair?			Yes	✓No	
d.	Is the building clearly identified?		110	Yes	□No	
е.	Is the gas station clean and in good repair?			✓ Yes	□No	
	(1) Does the gas station have a fire extinguisher readily	available?		✓ Yes	□No	
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, a	ir and water hoses, and	I shut off switches			
	operating properly?			✓ Yes	□ No	
f.	Is the paved parking area clean and in good condition?			☐ Yes	☑ No	
	(1) Are parking lines clearly painted?		,	Yes	☑ No	
	(2) Is the violation clearance area for the public clearly many	arked?		☐ Yes	☑ No	
	(3) Is there disabled parking available?			✓ Yes	□No	
	(4) Is there a parking area designated for motorcycles?			✓ Yes	□No	
. A	JXILIARY POWER	Yes	NO NO	CORRECTED		
а	Has the efficiency of the auxiliary power unit been tested?	•		✓ Yes	□No	
ш.	Who knows how to start the unit should the self-starter fail	7 Communications Su	nervisor, Janitorial Staff, A.	SM, Facility		
b.			per recitional street state of			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

0111	7001	5 (News. 3-00) OF 1 003		
(i. Is	there a notice posted identifying who to contact should the unit fail?	✓ Yes	□ No
6	e. D	oes the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	✓ Yes	□ No
f	Ho	ow often is the fuel supply replenished? When the fuel level reaches 33% in both tanks.		
	(1) At what level is it refilled? 33%		
g	. Ar	re there adequate numbers of emergency power outlets?	✓ Yes	□ No
	(1)) Are they distinctively marked?	✓ Yes	□ No
5. E	MPL	LOYEE PROTECTION AND FACILITY SECURITY Ves ACTION REQUIRED. No.	CORRECTED)
а	. Do	pes Area have a written Emergency Action Plan?	✓ Yes	□No
b	. Do	pes the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
	(1)	Does it have general facility security and building evacuation procedures?	✓ Yes	□ No
	(2)	Does the plan work?	✓ Yes	□ No
	(3)	Are there sufficient management controls?	✓ Yes	□No
С	. Do	pes the plan designate duties and responsibilities to specific employees?	✓ Yes	□ No
	(1)	Are both uniformed and nonuniformed employees included?	✓ Yes	□ No
	(2)	Are employees informed of their responsibilities?	✓ Yes	□ No
	(3)	Has the commander taken all responsible steps available to provide security?	✓ Yes	□No
	(4)	, , , , , , , , , , , ,		
	D-	in place?	✓ Yes	□ No
<u>u</u>	-	es the plan address dispatcher security?	✓ Yes	□ No
	(1)	How do Public Safety Dispatchers feel about the security provided? The security is adequate.		
_	(2)	Can dispatchers deal with the public without admitting them into the building?	[Z]Vaa	□ Na
	_		✓ Yes	□ No
	(5)	Should modifications be made to provide better security? (a) Would intercoms improve security?	Yes	☑ No
-	/4\		Yes	☑ No
	(4)	How often are two or more dispatchers on duty? 24 hours a day.		
	(5)	How often are supposinger or other passanal in the huilding often passal husiness hours?		
	(0)	How often are supervisors or other personnel in the building after normal business hours? 24 hours a day	'. 	-
	(6)	Are maximum safety and security measures taken within communications centers?	✓ Yes	□ No
е.		s training been given for all types of emergency situations?	✓ Yes	□ No
		Have both uniformed and nonuniformed been given the training?	☑ Yes	□ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	(2) Does the training include building evacuation proced	lures?		✓ Yes	□No
	(3) Do all employees know where fire extinguisher and f	first aid kits are located?		✓ Yes	□No
	(a) Do they know how to use them?			✓ Yes	□ No
	(4) Have all employees read the Emergency Action Plan	1?		✓ Yes	□ No
	(a) Do they know where it's located?			✓ Yes	□No
f.	. Does the building contain asbestos?			☐ Yes	Ø No
	(1) Are employees given a copy of the annual asbestos	report to read?		☐ Yes	□ No
	(2) Are new employees notified of the presence of asbes	stos within 15 days of rep	orting to work?	☐ Yes	□No
	(3) Is a copy of the notice posted on the employee or occ	cupational safety bulletin	board?	☐ Yes	□No
	(4) Do employees know what to do if they encounter asb	pestos in the building?		☐ Yes	□No
g.	. Are fire extinguishers provided and serviced as required by	by the California Administ	trative Code?	✓ Yes	□No
	(1) Are first aid kits provided as required by the State Ad	Iministrative Manual?		✓ Yes	□ No
	(2) Is STD 621, Notice to State Employees, posted and a	un to date?		✓ Yes	□No
	(2) 10 0 10 021, Notice to Glate Employees, posted and t	up to date?			
	(3) What is the condition of other emergency equipment		kler systems, etc.? Emerg	ency equipm	ent is in go
			kler systems, etc.? Emerg	ency equipm	ent is in go-
h.	(3) What is the condition of other emergency equipment	such as fire hoses, sprint		ency equipm	ent is in go
h.	(3) What is the condition of other emergency equipment working condition.	such as fire hoses, sprint			
	(3) What is the condition of other emergency equipment working condition. Is there a Hazardous Materials Business Plan on file with	such as fire hoses, sprint the local implementing a sting agency?	gency as required?	☑ Yes	□ No
SA	 (3) What is the condition of other emergency equipment working condition. Is there a Hazardous Materials Business Plan on file with (1) Have changes or updates been sent to the implement 	such as fire hoses, sprint the local implementing a nting agency? EVALUATED Yes	gency as required? ACTION REGUIRED Yes	☑ Yes	□ No
S/a.	(3) What is the condition of other emergency equipment working condition. Is there a Hazardous Materials Business Plan on file with (1) Have changes or updates been sent to the implement AFETY INSPECTION Has a facility safety inspection been conducted by the Are	such as fire hoses, sprint the local implementing a sting agency? EVALUATED Yes ea Occupational Safety C	gency as required? ACTION REGUIRED Yes	✓ Yes ☐ Yes	□ No
s.	(3) What is the condition of other emergency equipment working condition. Is there a Hazardous Materials Business Plan on file with (1) Have changes or updates been sent to the implement AFETY INSPECTION Has a facility safety inspection been conducted by the Areby HPM 10.6, Occupational Safety Manual?	such as fire hoses, sprint the local implementing a sting agency? EVALUATED Yes ea Occupational Safety Completed?	gency as required? ACTION REQUIRED Yes Committee as required	✓ Yes ☐ Yes ☐ ORRECTED ✓ Yes	No
a.	(3) What is the condition of other emergency equipment working condition. Is there a Hazardous Materials Business Plan on file with (1) Have changes or updates been sent to the implement AFETY INSPECTION Has a facility safety inspection been conducted by the Areby HPM 10.6, Occupational Safety Manual? Has the CHP 113A, Safety Inspection Checklist, been conducted to the conducted by the Areby HPM 10.6, Occupational Safety Manual?	such as fire hoses, sprint the local implementing a sting agency? EVALUATED Yes ea Occupational Safety Completed? as a result of the most re	gency as required? ACTION REQUIRED YES Committee as required	✓ Yes CORRECTED ✓ Yes ✓ Yes ✓ Yes covements we	No No No No No
s.	(3) What is the condition of other emergency equipment working condition. Is there a Hazardous Materials Business Plan on file with (1) Have changes or updates been sent to the implement AFETY INSPECTION Has a facility safety inspection been conducted by the Areby HPM 10.6, Occupational Safety Manual? Has the CHP 113A, Safety Inspection Checklist, been cor What improvements have been made by the commander	such as fire hoses, sprint the local implementing a sting agency? EVALUATED Yes ea Occupational Safety Completed? as a result of the most re	gency as required? ACTION REQUIRED YES Committee as required	✓ Yes CORRECTED ✓ Yes ✓ Yes ✓ Yes covements we	No No No No
a.	(3) What is the condition of other emergency equipment working condition. Is there a Hazardous Materials Business Plan on file with (1) Have changes or updates been sent to the implement AFETY INSPECTION Has a facility safety inspection been conducted by the Areby HPM 10.6, Occupational Safety Manual? Has the CHP 113A, Safety Inspection Checklist, been conducted by the CHP 113A, Safety Inspection Checklist, been conducted by the commander The only recommendation currently unresolved is the re-	such as fire hoses, sprint the local implementing a sting agency? EVALUATED Yes as Occupational Safety Completed? as a result of the most re- estriping and repainting the	gency as required? ACTION REQUIRED Yes Committee as required Coent inspection? No imprine parking lot. This item is	✓ Yes CORRECTED ✓ Yes ✓ Yes ✓ Yes covements we	No No No No No
a. b.	(3) What is the condition of other emergency equipment working condition. Is there a Hazardous Materials Business Plan on file with (1) Have changes or updates been sent to the implement AFETY INSPECTION Has a facility safety inspection been conducted by the Areby HPM 10.6, Occupational Safety Manual? Has the CHP 113A, Safety Inspection Checklist, been con What improvements have been made by the commander. The only recommendation currently unresolved is the refacilities for the 2008/2009 fiscal year.	such as fire hoses, sprint the local implementing a sting agency? EVALUATED Yes as Occupational Safety Completed? as a result of the most re- estriping and repainting the	gency as required? ACTION REQUIRED Yes Committee as required Coent inspection? No imprine parking lot. This item is	✓ Yes CORRECTED ✓ Yes ✓ Yes Fovements we being budger	□ No □ No □ No □ No □ recrequired
a. b.	(3) What is the condition of other emergency equipment working condition. Is there a Hazardous Materials Business Plan on file with (1) Have changes or updates been sent to the implement AFETY INSPECTION Has a facility safety inspection been conducted by the Areby HPM 10.6, Occupational Safety Manual? Has the CHP 113A, Safety Inspection Checklist, been con What improvements have been made by the commander. The only recommendation currently unresolved is the refacilities for the 2008/2009 fiscal year.	such as fire hoses, sprint the local implementing a sting agency? EVALUATED Yes ea Occupational Safety Completed? as a result of the most restriping and repainting the	gency as required? ACTION REQUIRED Yes Committee as required Recent inspection? No imprine parking lot. This item is	✓ Yes ☐ Yes ☐ CORRECTED ✓ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes ☐ Yes	No

Memorandum

Date:

September 6, 2008

To:

Merced Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Merced Area

File No.:

460,10289

Subject:

AREA MANAGEMENT EVALUATION; AREA FACILITY MAINTENANCE

AND SECURITY.

In accordance with HPG 22.1, an informal evaluation of Chapter 4, Area Facility Maintenance and Security was conducted. The evaluation identified Section 6 (c) and 6 (d)1 on the evaluation form with a need for corrective action. The required actions are listed on the attached CHP 454, Area Management Evaluation Supplement. No other areas in this evaluation were identified with a need for corrective action.

C. HELLER, ID 10289

Sergeant

Attachments

AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: Facility Maintenance and Security			09-06-2008
SECTIONS	COMMENTS		
#1 Safety Inspection	Action Item: Section 6(c) - The re-striping and repainting of the parking	lot is being	budgeted by
	Facilities for the 2008/2009 fiscal year.		
	Action Item: Section 6(d)1 - There is no resolution in place to accommod	date parkin	g for the
<u> </u>	employees of the facility.		
	£1		

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 1 of 2

Command: Merced	Division: Central	Chapter 4
Inspected by: Sgt. C. Heller		Date 09/06/2008

number of the inspection in the Chapter Inspe shall be routed to and its due date. This docu	ed. Check appropriate boxes as necessary, or ection number. Under "Forward to:" enter the nument shall be utilized to document innovative re action plans. A CHP 51 Memorandum may	practices, suggestions for statewide
TYPE OF INSPECTION Division Level Command Leve	Total hours expended on the inspection:	☐ Corrective Action Plan Included
Executive Office Level	Six hours	Attachments Included
Follow-up Required:	ward to:	
☑ Yes ☐ No Due	Date: 09/23/2008	
Chapter Inspection: Facility Maint	enance and Security	
Inspector's Comments Regarding Inspection completed by G. Heller Command Suggestions for States	indicated follow-up is needed.	
N/A	vide improvement.	
Inspector's Findings:		
facilities for the 2008/2009 fis	e re-striping and repainting of the painting o	Darking lot is being budgeted by
Action Item: Section 6(d)1 - T employees of the facility.	here is no resolution in place to ac	commodate parking for the
Commander's Response: ⊠ Con-	cur or 🗌 Do Not Concur (Do Not Cor	ncur shall document basis for response)
N/A		
Inspector's Comments: Shall addre	ss non concurrence by commander (e.g.,	findings revised, findings unchanged,
V/A	20	

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Merced	Division Central	Chapter 4	
Inspected by Sgt. C. Heller		Date: 09/06/2008	

Required Action	
Corrective Action Plan/Timeline	

The Area will continue to meet with Facilities Section to discuss parking lots expansion options. Once approved, the Area hopes to increase parking for employees by adding additional parking stalls. After such construction is completed, the parking lot will receive resurfacing details. This is planned for the 2008/2009.

TI- 100	Van e
Employee would like to discuss this report with the reviewer.	PARE FOR DATE
(See HPM 9.1, Chapter 8 for appeal procedures.)	T CAPT. BADILLA 6/9/09
INSPECTOR'S SIGNATU	RE FOR DATE
With trinkly L.	501. C. HELLER 6/9/09
Reviewer discussed this report with REVIEWER'S SIGNATUR	RE DATE
employee	
☐ Concur ☐ Do not concur	

December Sciences	[ىد. يە بېسىد
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION	Los Banos	Central	Chapter 4	
FACILITY MAINTENANCE AND SECURITY	EVALUATED BY	Central	DATE DATE	
CHP 453D (Rev. 5-06) OPI 009	Sgt. K. Smith		2/15/200	19
INSTRUCTIONS: Indicate items reviewed by placing a check form is used as a Correction Report, the "Correction" box should individual items with "yes" or "no" answers, or fill in the blanks can be placed on the CHP 454, Area Management Evaluation accomplishments or corrective actions, unresolved items, probform can be completed in pen or pencil, and the Supplement can	Ild be initialed and date as indicated. If addition Supplement. The Sup lems or progress, and	ed as deficiencies are on all comments are necepted are necepted are necepted are necepted as defined as defin	corrected. A essary, the e significant	Answer information things
TYPE OF EVALUATION Formal Evaluation Informal Evaluation	SUSPENSE DATE			***************************************
FOLLOW-UP REQUIRED Correction Report	06/30/2009 COMMANDER'S REVIEW		DATE	
Yes No BY	NEA		3/2/	68
1. USE AND ADEQUACY OF FACILITY	€VALUATED \$\frac{1}{2}\$/15/2009	ACTION REQUIRED	CORRECTED	
a. Is the facility adequate?			☑ Yes	□ No
(1) Have steps been taken to modify or replace the current fac	cility?		☑ Yes	☐ No
(a) If a leased building, is the owner abiding by the terms	of the lease agreement?		☐ Yeş	☐ No
(2) Is a safe, pleasant, efficient environment created by the arr	angement of furniture an	d equipment?	☑ Yes	□ No
(a) Is storage space used effectively?				□ No
(b) Is lighting adequate?				□ No
(c) Are there provisions for the prompt repair of the facility	(plumbing, heating, etc.)	?	☑ Yes	☐ No
(d) Does the interior of the facility have a neat, businesslik	e appearance?	***************************************	√ Yes	□ No
INTERIOR APPEARANCE	06/15/2009	ACTION REQUIRED	CORRECTED	
a. What is the condition of the floors, walls, ceiling, hallways, and of When issues do come up that need attention they are addressed.		ucture was built in 1964	١.	
(1) Is interior lighting adequate?			☑ Yes	□ No
(2) If leased, have needed repairs been coordinated with Faciliti	es Section?		☐ Yes	□ No
(3) Are the duties of the janitor defined and clearly understood?			☑ Yes	☐ No
(a) Is the janitor fully aware of the supplies available through the requisition process?			√ Yes	☐ No
b. Is the layout of the general office areas appropriate for the assigned personnel or classification?			☑ Yes	□ No
c. Does the layout and equipment in specialized office areas meet the	ne needs of each special	lized function?	☑ Yes	□ No
d. Does the layout of the restrooms meet the needs of all employees, including those with disabilities?				□ No
s. Is there sufficient space available in both the men's and women's locker rooms?				□ No

(3) Are there full length mirrors?

Can several officers comfortably change clothes at the same time?

(2) Is there enough space for both personal lockers and equipment lockers?

(4) Are they clean and odor free, with adequate ventilation?

☐ No

☐ No

☐ No

☐ No

Yes

√ Yes

✓ Yes

☑ Yes

CIVIL OF SHEET SHEET DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY CHP 453D (Rev. 5-06) OPI 009

OTF 4330 (Nev. 3-00) OFF 009	A CONTRACTOR OF THE CONTRACTOR			
(5) Are lockers in good condition, with names posted on the	em?		☑ Yes	☐ No
f. Does the employee's room have adequate cabinets and electrical outlets?			☑ Yes	☐ No
(1) Are appliances in good working order?			☑ Yes	☐ No
g. Are bulletin boards sufficient for Area needs?			☑ Yes	☐ No
(1) Are they neat and orderly?			☑ Yes	☐ No
(2) Is there a system for purging old information?			☑ Yes	☐ No
(3) Do posted items have a removal date?		way to the way and the control	☑ Yes	☐ No
(4) Are bulletin boards in good condition?			☑ Yes	□ No
h. When was the last inventory of items stored inside the facility	? 10/01/2008			
(1) Are items arranged in a logical manner?			☑ Yes	☐ No
(2) Are there surplus items that should be returned to Supply	Services?		☑ Yes	☐ No
(3) What security is provided after normal business hours?	Locked gates, period	neter fence and lightin	g. All doors lo	cked.
3. EXTERIOR APPEARANCE	06/15/2009	ACTION REQUIRED	CORRECTED	
Overall, what is the general appearance of the exterior of the factors.		outdated. Exterior and	interior painte	d with-in
last year.	*************************************			
b. Are all painted surfaces neat and clean, free of peeling paint?		3.0	☑ Yes	☐ No
c. Is the outside lighting adequate and in good repair?	****	······································	✓ Yes	☐ No
d. Is the building clearly identified?		-110 -11-11	☑ Yes	☐ No
e. Is the gas station clean and in good repair?			☑ Yes	☐ No
(1) Does the gas station have a fire extinguisher readily availa	able?		☑ Yes	□ No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?	d water hoses, and shut of	off switches	☑ Yes	☐ No
f. Is the paved parking area clean and in good condition?	······································		☑ Yes	☐ No
(1) Are parking lines clearly painted?			☑ Yes	□ No
(2) Is the violation clearance area for the public clearly marked	?	VECTOR 1111-12	☑ Yes	☐ No
(3) Is there disabled parking available?	**************************************		☑ Yes	☐ No
(4) Is there a parking area designated for motorcycles?			Yes	☑ No
AUXILIARY POWER	06/15/2009	ACTION REQUIRED	CORRECTED	
a. Has the efficiency of the auxiliary power unit been tested?			☑ Yes	□ No
b. Who knows how to start the unit should the self-starter fail? Se	rgeants and D-3, Officer	Tom Melden - Area F	acility Coordi	nator.
c. Are operating instructions posted and easy to understand?			☑ Yes	☐ No
No special control of the control of				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

511 7005 (1.107) 5 507 51 1 005			
d. Is there a notice posted identifying who to contact should the unit fail?			□ No
e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?			☐ No
f. How often is the fuel supply replenished? As needed and on average e	every other month.		
(1) At what level is it refilled?			
g. Are there adequate numbers of emergency power outlets?		☑ Yes	☐ No
(1) Are they distinctively marked?		☑ Yes	□ No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY 06/15/20		CORRECTED	
a. Does Area have a written Emergency Action Plan?		√Yes	☐ No
b. Does the plan have procedures for safeguarding employees during all type	es of emergencies?	☑ Yes	□No
(1) Does it have general facility security and building evacuation procedu	res?	☑ Yes	☐ No
(2) Does the plan work?		☑ Yes	☐ No
(3) Are there sufficient management controls?		☑ Yes	□ No
c. Does the plan designate duties and responsibilities to specific employees?		☑ Yes	☐ No
(1) Are both uniformed and nonuniformed employees included?		☑ Yes	☐ No
(2) Are employees informed of their responsibilities?			□ No
(3) Has the commander taken all responsible steps available to provide se	ecurity?	☑ Yes	□ No
(4) Has the commander visited the facility after normal business hours to e in place?	ensure security measures are	☑ Yes	☐ No
d. Does the plan address dispatcher security?			□ No
(1) How do Public Safety Dispatchers feel about the security provided?	N/A		
(2) Can dispatchers deal with the public without admitting them into the bui	ilding?	☐ Yes	☐ No
(3) Should modifications be made to provide better security?	21	Yes Yes	☐ No
(a) Would intercoms improve security?		☐ Yes	☐ No
(4) How often are two or more dispatchers on duty? N/A			
(5) How often are supervisors or other personnel in the building after norma	al business hours?		
			1,117
(6) Are maximum safety and security measures taken within communication	ns centers?	☐ Yes	□ No
e. Has training been given for all types of emergency situations?		☑ Yes	□No
(1) Have both uniformed and nonuniformed been given the training?		☑ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CTT 455D (TEV. 5-00) CFT 009				
(2) Does the training include building evacuation procedure	es?		☑ Yes	□ No
(3) Do all employees know where fire extinguisher and first aid kits are located?				□ No
(a) Do they know how to use them?			☑ Yes	☐ No
(4) Have all employees read the Emergency Action Plan?			√ Yes	□No
(a) Do they know where it's located?	No. 20 At 100		√ Yes	□No
f. Does the building contain asbestos?			☑ Yes	□No
(1) Are employees given a copy of the annual asbestos repo	ort to read?		√ Yes	□No
(2) Are new employees notified of the presence of asbestos	within 15 days of reportir	ng to work?	☑ Yes	□No
(3) Is a copy of the notice posted on the employee or occupa	ational safety bulletin boa	rd?	☑ Yes	☐ No
(4) Do employees know what to do if they encounter asbesto	os in the building?		√ Yes	☐ No
g. Are fire extinguishers provided and serviced as required by the	e California Administrativ	re Code?	☑ Yes	☐ No
(1) Are first aid kits provided as required by the State Admini	strative Manual?		☑ Yes	☐ No
(2) Is STD 621, Notice to State Employees, posted and up to	date?		☑ Yes	☐ No
(3) What is the condition of other emergency equipment such	as fire hoses, sprinkler s	systems, etc.?		
			P11.20	
h. Is there a Hazardous Materials Business Plan on file with the I	ocal implementing agenc	y as required?	☑ Yes	☐ No
(1) Have changes or updates been sent to the implementing	agency?		☑ Yes	☐ No
S. SAFETY INSPECTION	06/15/2009	ACTION REQUIRED	CORRECTED	
a. Has a facility safety inspection been conducted by the Area Oc by HPM 10.6, Occupational Safety Manual?	ccupational Safety Comm	ittee as required	☑ Yes	☐ No
b. Has the CHP 113A, Safety Inspection Checklist, been complete	ed?		☑ Yes	☐ No
c. What improvements have been made by the commander as a	result of the most recent	nspection?	C William C Company	
General clean up and removal of old equipment to OPI.				
	(01100)			
(1) If recommendations required budgeting, have items been p		filo 2	☐ Yes	
		nse me?		□ No
	Litar was marrate d		[V] res	□ No
(1) If so, what remedial action has been taken? New faci	lity requested.			
The Los Banos Area has been approved for a new facility.	Due to budget constrain	te it is unknown who	n the facility will	II ba built
The soo Banes rated has been approved for a new facility.	Day to budget constrain	is it is ulikilowil wile	a me racinty wh	or de dulit.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
464	Central	
EVALUATED BY		DATE
M.D. Arrigale, SGT #14651		03/01/2008

NSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this orm is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer ncividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This orm can be completed in pen or pencil, and the Supplement can be handwritten if desired.

YPE OF EVALUATION	SUSPENSE	DATE			
☐ Formal Evaluation ☐ Informal Evaluation					
OLLOW-UP REQUIRED Correction I	ACTI	er's review VG Wynnae	ne	3/3/	68
. USE AND ADEQUACY OF FACILITY	EVALUATE		TION REQUIRED	CORRECTED	
a. Is the facility adequate?				☑ Yes	☐ No
(1) Have steps been taken to modify or rep	(1) Have steps been taken to modify or replace the current facility?				
(a) If a leased building, is the owner a	NIA	☐ Yes	□ No		
(2) Is a safe, pleasant, efficient environmen	nt created by the arrangement	t of furniture and e	equipment?	☑ Yes	□ No
(a) Is storage space used effectively?				☑ Yes	☐ No
(b) Is lighting adequate?				☑ Yes	☐ No
(c) Are there provisions for the prompt	repair of the facility (plumbing	g, heating, etc.)?		☑ Yes	☐ No
(d) Does the interior of the facility have	e a neat, businesslike appeara	ance?		☑ Yes	□No
. INTERIOR APPEARANCE				CORRECTED	
a. What is the condition of the floors, walls, cei	ling, hallways, and counter to	ps? See c	omments section (at	tached).	
(1) Is interior lighting adequate?				☑ Yes	□ No
(2) If leased, have needed repairs been con	ordinated with Facilities Section	on?	NA	☐ Yes	□ No
(3) Are the duties of the janitor defined and	clearly understood?			√ Yes	☐ No
(a) Is the janitor fully aware of the supp	olies available through the req	uisition process?		☑ Yes	☐ No
b. Is the layout of the general office areas appr	opriate for the assigned perso	onnel or classifica	tion?	✓ Yes	☐ No
c. Does the layout and equipment in specialize	d office areas meet the needs	of each specialize	ed function?	☑ Yes	□ No
d. Does the layout of the restrooms meet the ne	eeds of all employees, includi	ng those with disa	abilities?	☑ Yes	☐ No
e. Is there sufficient space available in both the	men's and women's locker re	ooms?		☐ Yes	☑ No
(1) Can several officers comfortably change	e clothes at the same time?			☐ Yes	☑ No
(2) Is there enough space for both personal	lockers and equipment locke	rs?		☑ Yes	☐ No
(3) Are there full length mirrors?				☐ Yes	☑ No
(4) Are they clean and odor free, with adequ	uate ventilation?			☑ Yes	☐ No

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009 √ Yes ☐ No (5) Are lockers in good condition, with names posted on them? □ No √ Yes f. Does the employee's room have adequate cabinets and electrical outlets? √ Yes ☐ No (1) Are appliances in good working order? √ Yes ☐ No g. Are bulletin boards sufficient for Area needs? √ Yes ☐ No (1) Are they neat and orderly? □ No √ Yes (2) Is there a system for purging old information? √ Yes ☐ No (3) Do posted items have a removal date? □ No √ Yes (4) Are bulletin boards in good condition? h. When was the last inventory of items stored inside the facility? November 2007 √ Yes □ No (1) Are items arranged in a logical manner? √ Yes ☐ No (2) Are there surplus items that should be returned to Supply Services? (3) What security is provided after normal business hours? CORRECTED ACTION REQUIRED **EVALUATED** I. EXTERIOR APPEARANCE See Comments Section (attached). a. Overall, what is the general appearance of the exterior of the facility? √ No ☐ Yes b. Are all painted surfaces neat and clean, free of peeling paint? □ No √ Yes c. Is the outside lighting adequate and in good repair? √ Yes ☐ No d. Is the building clearly identified? ☐ Yes ☐ No e. Is the gas station clean and in good repair? ☐ Yes ☐ No (1) Does the gas station have a fire extinguisher readily available? (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switche, ☐ Yes ☐ No operating properly? Yes √ No f. Is the paved parking area clean and in good condition? √ Yes □ No (1) Are parking lines clearly painted? Yes ☐ No (2) Is the violation clearance area for the public clearly marked? √ Yes □ No (3) Is there disabled parking available? Yes V No (4) Is there a parking area designated for motorcycles? CORRECTED EVALUATED ACTION REQUIRED **AUXILIARY POWER** √ Yes □ No a. Has the efficiency of the auxiliary power unit been tested? b. Who knows how to start the unit should the self-starter fail? √ Yes □ No c. Are operating instructions posted and easy to understand?

CHP 453D (Rev. 5-06) Page 3

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CHP 453	D (Rev. 5-06) OPI 009			
d. Is	s there a notice posted identifying who to contact should the unit fail?		☑ Yes	☐ No
е. С	oes the log indicate Area personnel and Telecommunications Section have conducted week	kly testing?	☐ Yes	☑ No
f. H	ow often is the fuel supply replenished? As needd and/or no later than every six months			
(1	1) At what level is it refilled?			
g. A	re there adequate numbers of emergency power outlets?		☑ Yes	☐ No
(1) Are they distinctively marked?		☑ Yes	☐ No
5. EMP	LOYEE PROTECTION AND FACILITY SECURITY	ON REQUIRED	CORRECTED	
a. D	oes Area have a written Emergency Action Plan?		√ Yes	☐ No
b. D	oes the plan have procedures for safeguarding employees during all types of emergencies?		√ Yes	□ No
(1) Does it have general facility security and building evacuation procedures?		☑ Yes	☐ No
(2	(2) Does the plan work?			☐ No
(3	3) Are there sufficient management controls?			☐ No
c. D	Ooes the plan designate duties and responsibilities to specific employees?			☐ No
(1) Are both uniformed and nonuniformed employees included?		✓ Yes	☐ No
(2) Are employees informed of their responsibilities?		√ Yes	☐ No
(3) Has the commander taken all responsible steps available to provide security?		☑ Yes	☐ No
(4	Has the commander visited the facility after normal business hours to ensure security me in place?	easures are	☑ Yes	☐ No
d. D	pes the plan address dispatcher security?	IA	☐ Yes	☐ No
(1) How do Public Safety Dispatchers feel about the security provided?	NIA		
(2)	Can dispatchers deal with the public without admitting them into the building?	NIA	☐ Yes	☐ No
(3)		NIA	☐ Yes	☐ No
	(a) Would intercoms improve security?	714	☐ Yes	☐ No
(4)		NIA		
(5)	How often are supervisors or other personnel in the building after normal business hours	? SEE	COMM	ENT
(6)	Are maximum safety and security measures taken within communications centers?	NIA	☐ Yes	☐ No
e. Ha	as training been given for all types of emergency situations?		√ Yes	☐ No
(1)	Have both uniformed and nonuniformed been given the training?		√ Yes	☐ No

Destroy Previous Editions

c453d506 frp

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

		40		ODL SSS	
CHP.	453D	(Rev.	5-06)	OPI 009	3

	(1) If so, what remedial action has been taken?		
d.	Has the size of the operation outgrown the facility?	☑ Yes	∐ No
	(1) If recommendations required budgeting, have items been put into the budget suspense file?	☑ Yes	□ No
c.	What improvements have been made by the commander as a result of the most recent inspection?		
b.	Has the CHP 113A, Safety Inspection Checklist, been completed?	☑ Yes	☐ No
a.	Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required by HPM 10.6, Occupational Safety Manual?	☑ Yes	□ No
. SA	FETY INSPECTION EVALUATED	CORRECTED	
	(1) Have changes or updates been sent to the implementing agency?	√ Yes	☐ No
h.	Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?	☑ Yes	☐ No
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.?		
	(2) Is STD 621, Notice to State Employees, posted and up to date?	☑ Yes	☐ No
	(1) Are first aid kits provided as required by the State Administrative Manual?	☑ Yes	□ No
g.	Are fire extinguishers provided and serviced as required by the California Administrative Code?	☑ Yes	□ No
	(4) Do employees know what to do if they encounter asbestos in the building?	Yes	□ No
	(3) Is a copy of the notice posted on the employee or occupational safety bulletin board?	☐ Yes	□ No
	(2) Are new employees notified of the presence of asbestos within 15 days of reporting to work?	☐ Yes	☐ No
	(1) Are employees given a copy of the annual asbestos report to read?	Yes	□No
f.	Does the building contain asbestos?	Yes	☑ No
	(a) Do they know where it's located?	☑ Yes	☐ No
	(4) Have all employees read the Emergency Action Plan?	√ Yes	☐ No
-	The second secon	☑ Yes	☐ No
		☑ Yes	□ No
	(2) Does the training include building evacuation procedures?	√ Yes	☐ No

COMMENTS:

The Facility was built in 1995 and is in relatively good condition, however it has recently seen some signs of aging. Routine maintenance is conducted on an on-going basis and the grounds are maintained by a contracted landscape service.

2a. The Facility was completely repainted in August, 2001, and in December, 2001. Commercial Vehicle Section (CVC) and Caltrans conducted a biennial inspection of the Facility. All items identified in the inspection were categorized by the department responsible for the repairs. As of May 2002, all deficiencies identified as being the responsibility of the CHP have been corrected. A Caltrans Maintenance Request form, CHP 280, has been completed and forwarded as required.

Caltrans is currently working toward correcting the items identified as being their responsibility. Item #3 of the Inspection Report identified that the floor tile in the front desk/reception area, scale observation area, and hall is deteriorated and uneven. Furthermore, moisture comes through the floor surface. This was an issue first recognized in 2002 during a Chapter 4 inspection. It remains an unresolved issue.

- 2.a.(3) The Facility janitor is contracted through a service. Recently, the Facility has seen a turnover of several janitors in a short period of time. As a result, optimal janitorial service has not been a constant in recent months.
- 2.h. An Inventory of Items was conducted in November 2007. At the conclusion of the inventory, it was determined all items were accounted for.
- 2.h.(3) The Facility is equipped with an alarm system that is connected to a contracted security company. The security (alarm) contract has recently been renewed.
- 3.a. The interior and exterior of the Facility was last repainted in December, 2001. Although overall appearance of Facility paint is fair, repainting should be a consideration in the near future.
- 3.f. During the joint CVS/Caltrans biennial inspection, the pavement areas were identified as showing signs of wear. Corrective action will be to fog-seal and re-stripe the paved areas. Caltrans will handle this repair.
- 3.f.(4) There is currently no designated parking areas specific to motorcycles.
- 4.b. All Facility employees have been instructed on the operation of manual starting procedures of the emergency generator. Additionally, operating instructions are posted near the generator.
- 4.e. The emergency generator starts automatically for a self test once a week. The generator is inspected by a contracted company on a quarterly basis.

- 4.f. Fuel is replenished on an as-needed basis, at an interval of no longer than six months. Recently, a 200 gallon auxiliary fuel tank was installed for prolonged generator operation.
- 4.g. & g(1) The emergency generator supplies power to all outlets. It is capable of supplying power to the entire Facility.
- 5.c. & c(1) Emergency Incident Assignments are made to individual employees who are most familiar and/or specifically trained to perform tasks (e.g., bomb search team, evacuation procedures, post-evacuation procedures, search and rescue, medical emergencies, etc...) These assignments are shared by uniformed and non-uniformed personnel.
- 5.d.(5) Since September 11, 2001, the Facility operates on a 24/7 schedule and uniformed personnel are on duty at all times.
- 5.e. & e(4) Employees are required to review the Emergency Action Plan during the time of their annual evaluation, and during 4th quarter decentralized training.
- 5.g. Fire extinguishers are checked during Facility Safety Inspections and are serviced annually by an approved fire extinguisher service company. The sprinkler system is checked semi-annually by an approved fire sprinkler service company.
- 5.g.(3) Fire hoses are checked each week during Facility clean-up and during quarterly Facility Safety Inspections.
- 6.d. & d(1) The men's locker room has reached capacity. Overflow lockers are housed in the evidence/weapon room on the east side of the Facility.

ACTION ITEMS:

- 2.e.(3) Purchase and install of two full length mirrors for the men's and women's locker rooms was noted during the last Chapter 4 inspection. As of the time of the current Chapter 4 inspection, this remains an action item.
- 3.f.(4) Arrange to provide a designated parking area for motorcycles.

AREA MANAGEMENT EVALUATION **FACILITY MAINTENANCE AND SECURITY**

AREA	DIVISION	NUMBER
Modesto	Central	465-09-001
EVALUATED BY		DATE
C. R. Mahnke, Jr		03/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	porton, and the eupplement ea	SUSPENSE DATE			
	rmal Evaluation	03/01/2010			
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S REVIEW		DATE	4 10 AS
Yes 🗸 No	ВУ	M. Same	e, LT. 60./	03/3	0/09
1. USE AND ADEQUACY OF FAC	CILITY	03/23/2009	ACTION REQUIRED	CORRECTED	
a. Is the facility adequate?				√ Yes	☐ No
(1) Have steps been taken	to modify or replace the current fac	ility?		Yes	☑ No
(a) If a leased building	, is the owner abiding by the terms	of the lease agreement?	NIA	Yes	□ No
(2) Is a safe, pleasant, effic	eient environment created by the arr	angement of furniture ar	nd equipment?	✓ Yes	☐ No
(a) Is storage space us	sed effectively?			☑ Yes	☐ No
(b) Is lighting adequate	9?			☑ Yes	□No
(c) Are there provision	s for the prompt repair of the facility	(plumbing, heating, etc.)?	☑ Yes	□No
(d) Does the interior of	the facility have a neat, businesslik	ke appearance?		☑ Yes	☐ No
2. INTERIOR APPEARANCE		03/23/2009	ACTION REQUIRED	CORRECTED	
a. What is the condition of the	floors, walls, ceiling, hallways, and	counter tops? TI	ne Modesto Area facility	is 16+ years	old. The
carpeting was completely rep	placed in March 2007. The other d	escribed surfaces are sho	owing signs of age, but a	re in services	able
condition.				·	
(1) Is interior lighting adequ	ate?			☑ Yes	□No
(2) If leased, have needed r	repairs been coordinated with Facil	ities Section?	NA	Yes	□No
(3) Are the duties of the jan	itor defined and clearly understood	?		✓ Yes	□ No
(a) Is the janitor fully av	ware of the supplies available throu	gh the requisition proces	SS? N/A-CONTRACTED	Yes	☐ No
b. Is the layout of the general o	ffice areas appropriate for the assig	gned personnel or classi	fication?	✓ Yes	□No
c. Does the layout and equipme	ent in specialized office areas meet	the needs of each spec	ialized function?	☑ Yes	□No
d. Does the layout of the restro	oms meet the needs of all employe	es, including those with	disabilities?	☑ Yes	□ No
e. Is there sufficient space avai	lable in both the men's and women	's locker rooms?	34)	✓ Yes	☐ No
(1) Can several officers com	nfortably change clothes at the sam	ne time?		✓ Yes	□ No
(2) Is there enough space for	or both personal lockers and equip	ment lockers?		☑ Yes	□ No
(3) Are there full length mirr	ors?			√ Yes	□No
(4) Are they clean and odor	free, with adequate ventilation?			☑ Yes	□ No

1 + Dir - Sella

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

HP	² 453D (Rev. 5-06) OPI 009		
-	(5) Are lockers in good condition, with names posted on them?	√ Yes	☐ No
f.	. Does the employee's room have adequate cabinets and electrical outlets?	√ Yes	□No
	(1) Are appliances in good working order?	☑ Yes	□No
g.	g. Are bulletin boards sufficient for Area needs?	√ Yes	☐ No
	(1) Are they neat and orderly?	☑ Yes	☐ No
	(2) Is there a system for purging old information?	☑ Yes	☐ No
	(3) Do posted items have a removal date?	Yes	☑ No
	(4) Are bulletin boards in good condition?	☑ Yes	☐ No
h.	. When was the last inventory of items stored inside the facility? August 2008		
	(1) Are items arranged in a logical manner?	√ Yes	☐ No
	(2) Are there surplus items that should be returned to Supply Services?	√ Yes	☐ No
		lies are readily available afte	r business
	hours. The Area has not experienced a problem with misappropriation of supplies.		
E)		ION REQUIRED CORRECTI	ED
а.	. Overall, what is the general appearance of the exterior of the facility? The overall app	earance of the exterior rema	ns neat;
	however, the paint is faded and beginning to peel. Re-painting of the exterior was suspended	d due to budget concerns.	
b.	. Are all painted surfaces neat and clean, free of peeling paint?	☐ Yes	☑ No
C.	. Is the outside lighting adequate and in good repair?	☐ Yes	☑ No
d.	. Is the building clearly identified?	☑ Yes	☐ No
е.	. Is the gas station clean and in good repair?	√ Yes	☐ No
	(1) Does the gas station have a fire extinguisher readily available?	☑ Yes	□No
16011-	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off swoperating properly?	vitches ☑ Yes	□ No
f.	Is the paved parking area clean and in good condition?	☑ Yes	☐ No
	(1) Are parking lines clearly painted?	√ Yes	☐ No
	(2) Is the violation clearance area for the public clearly marked?	Yes	☑ No
	(3) Is there disabled parking available?	√ Yes	☐ No
	(4) Is there a parking area designated for motorcycles?	√ Yes	☐ No
AU		ION REQUIRED CORRECT	ED
a.	Has the efficiency of the auxiliary power unit been tested?	☑ Yes	☐ No
b.	Who knows how to start the unit should the self-starter fail? Area supervisors and managers	S	
C.	Are operating instructions posted and easy to understand?	☑ Yes	□ No

Destroy Previous Editions c453d506.frp

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CH	IP 453	D (Rev. 5-06) OPI 009		
3	d. Is	there a notice posted identifying who to contact should the unit fail?	☑ Yes	☐ No
	e. D	oes the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	☑ Yes	☐ No
	f. H	ow often is the fuel supply replenished? Annually,		
				1-1-4 1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-
	(1) At what level is it refilled? At 50% or less of capacity.		
	g. A	re there adequate numbers of emergency power outlets?	☑ Yes	□ No
	(1) Are they distinctively marked?	☑ Yes	□ No
5.	EMPL	LOYEE PROTECTION AND FACILITY SECURITY EVALUATED ACTION REQUIRED	CORRECTED 5)	
	a. D	oes Area have a written Emergency Action Plan?	☑ Yes	□ No
	b. D	oes the plan have procedures for safeguarding employees during all types of emergencies?	☑ Yes	□ No
	(1)	Does it have general facility security and building evacuation procedures?	☑ Yes	□ No
	(2)	Does the plan work?	☑ Yes	□ No
	(3)	Are there sufficient management controls?	☑ Yes	□ No
	c. Do	pes the plan designate duties and responsibilities to specific employees?	☑ Yes	□ No
	(1)	Are both uniformed and nonuniformed employees included?	√ Yes	☐ No
	(2)	Are employees informed of their responsibilities?	☑ Yes	☐ No
	(3)	Has the commander taken all responsible steps available to provide security?	☑ Yes	☐ No
	(4)	Has the commander visited the facility after normal business hours to ensure security measures are in place?	☑ Yes	□ No
(d. Do	pes the plan address dispatcher security?	Yes	☐ No
	(1)	How do Public Safety Dispatchers feel about the security provided?		
	(2)	Can dispatchers deal with the public without admitting them into the building?	Yes	□ No
	(3)	Should modifications be made to provide better security?	Yes	□ No
		(a) Would intercoms improve security?	Yes	□ No
	(4)	How often are two or more dispatchers on duty?		
	(5)	How often are supervisors or other personnel in the building after normal business hours?		
	(6)	Are maximum safety and security measures taken within communications centers?	Yes	☐ No
е	. На	s training been given for all types of emergency situations?	Yes	☑ No
	(1)	Have both uniformed and nonuniformed been given the training?	Yes	☑ No

c453d506.frp

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

		<u> </u>					
	(2)	Does the training include building evacuation procedures?)			☑ Yes	□ No
	(3)	Do all employees know where fire extinguisher and first aid	d kits are located?			☑ Yes	□ No
		(a) Do they know how to use them?				√ Yes	□ No
	(4)	Have all employees read the Emergency Action Plan?				☑ Yes	□No
		(a) Do they know where it's located?				☑ Yes	□ No
f.	Doe	s the building contain asbestos?				☐ Yes	☑ No
	(1)	Are employees given a copy of the annual asbestos report	to read?		NIA	☐ Yes	☐ No
	(2)	Are new employees notified of the presence of asbestos w	ithin 15 days of reporting	to work?	NIA	☐ Yes	□ No
	(3)	Is a copy of the notice posted on the employee or occupati	onal safety bulletin board	! ?	NIA	Yes	□ No
	(4)	Do employees know what to do if they encounter asbestos	in the building?		NIA	☐ Yes	☐ No
g	Are	fire extinguishers provided and serviced as required by the	California Administrative	Code?		☑ Yes	☐ No
	(1)	Are first aid kits provided as required by the State Administ	rative Manual?			☑ Yes	☐ No
	(2)	ls STD 621, Notice to State Employees, posted and up to c	late?			☑ Yes	☐ No
	(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? All equipment is						S
		serviceable. The fire sprinkler system is inspected quarterly	y.				
h.	Is there a Hazardous Materials Business Plan on file with the local implementing agency as required?				☑ Yes	☐ No	
	(1)	Have changes or updates been sent to the implementing a	gency?			☑ Yes	☐ No
3. SA	AFETY	INSPECTION	03/23/2009	ACTION RE	EQUIRED	CORRECTED	
a.		a facility safety inspection been conducted by the Area Occ PM 10.6, Occupational Safety Manual?	cupational Safety Commi	ttee as re	equired	√ Yes	□ No
b.	Has	the CHP 113A, Safety Inspection Checklist, been complete	d?			☑ Yes	□ No
c.	What	improvements have been made by the commander as a re	esult of the most recent i	nspection	n? The Ar	ea has installe	ed two new
	secui	ity coded door handles that may be operated with one hand	l. When funding become	es availab	ole, the four re	maining butto	n coded
	door	handles will also be replaced.		1110			
	(1) J	recommendations required budgeting, have items been p	ut into the budget suspe	nse file?		☑ Yes	☐ No
d.	Has t	he size of the operation outgrown the facility?		100000		☐ Yes	☑ No
	(1) H	so, what remedial action has been taken?					

AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: Facility Maintenance and Se	
SECTIONS	COMMENTS
3. Exterior Appearance	c. The "porch light" type of lighting devices on the exterior of the building are cracked. These
	devices were scheduled for replacement prior to the 2008/2009 budget crisis. Their replacement is a
The state of the s	priority once funding becomes available.
3C-01 ((a (coe)e)e	f. (2) The Modesto Area does not have a designated violation clearance lane/parking space.
5. Employee Protection and Facility	b. The facility-specific Emergency Action Plan was updated to contain policy and procedures for
Security	a response to workplace violence such as brandishing a weapon, hostage taking or aggressive
	behavior. During the April 2009, training days, this topic is scheduled to be presented to Area
	uniformed and non-uniformed personnel.
NAME OF THE OWNER OWNER OF THE OWNER OWNE	
:	
(# III - V - II - V -	
200	

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Modesto – 465	Central	4
Inspected by:		Date:
C. R. Mahnke, Jr.		03/23/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION ☐ Division Level ☐ Command Level	Total hours expering inspection:	nded on the	☐ Corrective Action Plan Included	
Executive Office Level	rel 6 hours		Attachments Included	
Follow-up Required:	orward to:			
☐ Yes ⊠ No Du	ue Date:			
Chapter Inspection: Facility Mai	ntenance And Secu	rity, CH 4 (HPG)	22.1)	
Inspector's Comments Regardin None.	g Innovative Practic	es:	××××××××××××××××××××××××××××××××××××××	
Command Suggestions for State	wide Improvement:			
lone.				

Inspector's Findings:

- Exterior Appearance b. The overall appearance of the exterior remains neat; however, the paint is faded and beginning to peel. Re-painting was suspended due to budget concerns.
 - c. The "porch light" type of lighting devices on the exterior of the building are cracked. These devices were scheduled for replacement prior to the 2008/2009 State budget crisis. Their replacement is a priority once funding becomes available.
 - f. (2) The Modesto Area does not have a designated violation clearance lane/parking space.

Employee Protection

b. The facility-specific Action Plan was updated to include policy and procedures for a response to workplace violence. During the April 2009, Area training days, this topic was reviewed with uniformed and non-uniformed personnel.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Command:	Division:	Chapter:
Modesto - 465	Central	4
Inspected by:	***************************************	Date:
C. R. Mahnke, Jr.		03/23/2009

Page 2

Commander's Response:
Concur or
Do Not Concur (Do Not Concur shall document basis for response)

Captain Duncan concurs with the inspection findings. Additional facility improvements cannot be accomplished until appropriate funding becomes available.

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

	- Control of the Cont
Required Action N/A	
Corrective Action Plan/Timeline	
/A	

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S-SIGNATURE	DATE 64.30.09
R. Mahnke, Jr., Sergeant	INSPECTOR'S SIGNATURE	DATE 4/30/09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE

J/A

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER NUMBER		
Modesto	Central	465-08-004		
EVALUATED BY		DATE		
C. R. Mahnke, Jr.		12/10/2008		

Waston

NSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer ndividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

PPE OF EVALUATION ☐ Formal Evaluation ☐ Info	mal Evaluation	SUSPENSE DATE			
OLLOW-UP REQUIRED		03/31/2009 COMMANDER'S REVIEW	DATE		
☐ Yes ☑ No	Correction Report)	12.19.	06
. USE AND ADEQUACY OF FAC	ELITY	EVALUATED 12/09/2008	ACTION REQUIRED	CORRECTED	
a. Is the facility adequate?				☑ Yes	☐ No
(1) Have steps been taken	to modify or replace the current fac	cility?	8	☐ Yes	☑ No
(a) If a leased building,	is the owner abiding by the terms	of the lease agreement?	NIA	☐ Yes	☐ No
(2) Is a safe, pleasant, effici	ent environment created by the ar	rangement of furniture a	nd equipment?	☑ Yes	☐ No
(a) Is storage space us	ed effectively?			☑ Yes	☐ No
(b) Is lighting adequate	?			☑ Yes	☐ No
(c) Are there provisions	for the prompt repair of the facility	y (plumbing, heating, etc	.)?	☑ Yes	☐ No
(d) Does the interior of	the facility have a neat, businesslil	ke appearance?		☑ Yes	☐ No
INTERIOR APPEARANCE		12/09/2008	ACTION REQUIRED	CORRECTED	
a. What is the condition of the floors, walls, ceiling, hallways, and counter tops? The Modesto Area faci					old. The
carpeting was completely rep	laced in March 2007. The other d	lescribed surfaces are ago	ed, but serviceable.		
		=======================================			
(1) Is interior lighting adequa	te?			☑ Yes	☐ No
(2) If leased, have needed re	pairs been coordinated with Facili	ities Section?	NIA	Yes	☐ No
(3) Are the duties of the janit	or defined and clearly understood	?		☑ Yes	☐ No
(a) Is the janitor fully aw	are of the supplies available throu	gh the requisition proces	ss? N/A	☐ Yes	☐ No
b. Is the layout of the general off	ice areas appropriate for the assig	gned personnel or classi	fication?	☑ Yes	☐ No
c. Does the layout and equipmer	nt in specialized office areas meet	the needs of each spec	ialized function?	☑ Yes	☐ No
d. Does the layout of the restroot	ms meet the needs of all employe	es, including those with	disabilities?	☑ Yes	☐ No
e. Is there sufficient space availa	ble in both the men's and women'	's locker rooms?		☑ Yes	☐ No
(1) Can several officers comf	ortably change clothes at the sam	e time?		☑ Yes	☐ No
(2) Is there enough space for	both personal lockers and equipn	nent lockers?		☑ Yes	□ No
(3) Are there full length mirror	s?			☑ Yes	☐ No
(4) Are they clean and odor fr	ee, with adequate ventilation?			☑ Yes	□No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

(5) Are lockers in good condition, with names posted on then	n?		☑ Yes	□ No
f. Does the employee's room have adequate cabinets and electr	ical outlets?		☑ Yes	☐ No
(1) Are appliances in good working order?			☑ Yes	☐ No
g. Are bulletin boards sufficient for Area needs?			☑ Yes	☐ No
(1) Are they neat and orderly?	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		☑ Yes	☐ No
(2) Is there a system for purging old information?			☑ Yes	☐ No
(3) Do posted items have a removal date?			☐ Yes	☑ No
(4) Are bulletin boards in good condition?			☑ Yes	☐ No
h. When was the last inventory of items stored inside the facility?	August 2008			
(1) Are items arranged in a logical manner?	300		√ Yes	☐ No
(2) Are there surplus items that should be returned to Supply	Services?		☑ Yes	☐ No
(3) What security is provided after normal business hours?	Office and medical	supplies are readily ava	ilable after bu	siness
hours. The Area has not experienced a problem with misa	appropriation of supplies			
. EXTERIOR APPEARANCE	12/09/2008	ACTION REQUIRED	CORRECTED	
a. Overall, what is the general appearance of the exterior of the fa	acility? The overa	ll appearance of the exte	erior remains	neat;
however, the paint is faded and beginning to peel. Re-painting	g of the exterior has been	suspended due to budge	et concerns.	
b. Are all painted surfaces neat and clean, free of peeling paint?			☐ Yes	☑ No
c. Is the outside lighting adequate and in good repair?			☐ Yes	☑ No
d. Is the building clearly identified?			☑ Yes	☐ No
e. Is the gas station clean and in good repair?			☑ Yes	☐ No
(1) Does the gas station have a fire extinguisher readily availa	able?		☑ Yes	☐ No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?	i water hoses, and shut o	off switches	√ Yes	□No
f. Is the paved parking area clean and in good condition?		W-	☑ Yes	☐ No
(1) Are parking lines clearly painted?			☑ Yes	□No
(2) Is the violation clearance area for the public clearly marked	?		☐ Yes	☑ No
(3) Is there disabled parking available?	-1071		√ Yes	□ No
(4) Is there a parking area designated for motorcycles?			√ Yes	□ No
AUXILIARY POWER	EVALUATED 12/09/2008	ACTION REQUIRED	CORRECTED	
a. Has the efficiency of the auxiliary power unit been tested?			☑ Yes	☐ No
b. Who knows how to start the unit should the self-starter fail? A	rea supervisors and man	agers.		
c. Are operating instructions posted and easy to understand?			☑ Yes	□ No

TATE OF CALIFORNIA

PEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

HP 4	33D (Rev. 5-06) OPI 009		
d.	Is there a notice posted identifying who to contact should the unit fail?	☑ Yes	☐ No
е.	Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	☑ Yes	☐ No
f.	How often is the fuel supply replenished? Annually.	321	
	(1) At what level is it refilled? At 50% or less of capacity.		
g.	Are there adequate numbers of emergency power outlets?	☑ Yes	□No
	(1) Are they distinctively marked?	☑ Yes	☐ No
. EMI	PLOYEE PROTECTION AND FACILITY SECURITY EVALUATED ACTION REQUIRED Yes (see page 5)	CORRECTED	
a.	Does Area have a written Emergency Action Plan?	☑ Yes	☐ No
b.	Does the plan have procedures for safeguarding employees during all types of emergencies?	☐ Yes	☑ No
(Does it have general facility security and building evacuation procedures?	☑ Yes	☐ No
(2) Does the plan work?	☑ Yes	☐ No
(3) Are there sufficient management controls?	☑ Yes	☐ No
с. [Ooes the plan designate duties and responsibilities to specific employees?	☑ Yes	☐ No
(Are both uniformed and nonuniformed employees included?	☑ Yes	☐ No
(:	2) Are employees informed of their responsibilities?	☑ Yes	☐ No
(;	3) Has the commander taken all responsible steps available to provide security?	√ Yes	□ No
(4	4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	√ Yes	□ No
d. E	oes the plan address dispatcher security?	Yes	□ No
(*) How do Public Safety Dispatchers feel about the security provided?		
		Yes	
(2	The state of the s		
(3	AND	Yes	□ No
	(a) Would intercoms improve security?	☐ Yes	∐ No
(4) How often are two or more dispatchers on duty?		
(5	How often are supervisors or other personnel in the building after normal business hours?	- 427	
(6	Are maximum safety and security measures taken within communications centers?	☐ Yes	☐ No
e. H	as training been given for all types of emergency situations?	Yes	☑ No
(1)	Have both uniformed and nonuniformed been given the training?	Yes	☑ No

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009 √ Yes □ No (2) Does the training include building evacuation procedures? **V** Yes ☐ No (3) Do all employees know where fire extinguisher and first aid kits are located? √ Yes No (a) Do they know how to use them? √ Yes ☐ No (4) Have all employees read the Emergency Action Plan? √ Yes □ No (a) Do they know where it's located? Yes √ No f. Does the building contain asbestos? ☐ Yes ☐ No Are employees given a copy of the annual asbestos report to read? NIA ☐ No Are new employees notified of the presence of asbestos within 15 days of reporting to work? Yes (2)NIA ☐ Yes ☐ No (3)Is a copy of the notice posted on the employee or occupational safety bulletin board? NIA □ No ☐ Yes (4) Do employees know what to do if they encounter asbestos in the building? NIA √ Yes ☐ No Are fire extinguishers provided and serviced as required by the California Administrative Code? □ No √ Yes Are first aid kits provided as required by the State Administrative Manual? ✓ Yes ☐ No Is STD 621, Notice to State Employees, posted and up to date? (2)(3) What is the condition of other emergency equipment such as fire hoses, sprinkler systems, etc.? All equipment is serviceable. The fire sprinkler system is inspected quarterly. V Yes No h. Is there a Hazardous Materials Business Plan on file with the local implementing agency as required? ☐ No √ Yes (1) Have changes or updates been sent to the implementing agency? CORRECTED **EVALUATED** ACTION REQUIRED SAFETY INSPECTION 12/9/2008 a. Has a facility safety inspection been conducted by the Area Occupational Safety Committee as required □No √ Yes by HPM 10.6, Occupational Safety Manual? V Yes b. Has the CHP 113A, Safety Inspection Checklist, been completed? ☐ No c. What improvements have been made by the commander as a result of the most recent inspection? The Area has installed two new security coded door handles that may be operated with one hand. When funding becomes available, the four remaining button coded door handles will also be replaced. ✓ Yes □ No (1) If recommendations required budgeting, have items been put into the budget suspense file? No. d. Has the size of the operation outgrown the facility? ☐ Yes (1) If so, what remedial action has been taken?

AREA MANAGEMENT EVALUATION SUPPLEMENT

SUBJECT: Facility Maintenance and S	Security DATE: 12/10/2008
SECTIONS	COMMENTS
3. Exterior Appearance	c. The "porch light" type of lighting devices on the exterior of the building are cracked. These
	devices were scheduled for replacement prior to the 2008/2009 budget crisis. Their replacement is
	priority once funding becomes available.
	f. (2) The Modesto Area does not have a designated violation clearance lane/parking space.
5. Employee Protection and Facility	b. The facility-specific Emergency Action Plan does not currently contain policy and procedures for
Security	a response to workplace violence such as brandishing a weapon, hostage taking or aggressive
The state of the s	behavior. During the first quarter of 2009, the Modesto Area will incorporate policy into the plan
	to include these topics and train uniformed and non-uniformed staff in an appropriate response.
-21 - HF.	
1)	
AND THE PROPERTY OF THE PROPER	
SOUND TO SOURCE STATE OF THE SOURCE STATE OF T	
	380 380 380 380 380 380 380 380 380 380
100011111111111111111111111111111111111	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FACILITY MAINTENANCE AND SECURITY

 AREA
 DIVISION
 RUMBER

 Visalia
 Central
 480

 EVALUATED BY
 DATE

 Sgt. J. A. Rhea
 03/03/09

CHP 453D (Rev. 5-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION [Formal Evaluation Minformation Minformat	mal Evaluation	SUSPENSE DATE NOTIC			
FOLLOW-UP REQUIRED Yes No	Correction Report	COMMANDER'S REVIEW	llur	3 . 1	1.09
1. USE AND ADEQUACY OF FAC	CILITY	J. Rhea	ACTION REQUIRED	CORRECTED)
a. Is the facility adequate?				✓ Yes	□No
(1) Have steps been taken	to modify or replace the current fac	sility?		✓ Yes	□No
(a) If a leased building,	is the owner abiding by the terms	of the lease agreement?		☐ Yes	□No
(2) Is a safe, pleasant, effici	ent environment created by the ar	rangement of furniture an	d equipment?	✓ Yes	□No
(a) Is storage space us	ed effectively?			✓ Yes	□ No
(b) Is lighting adequate	?		2	✓ Yes	□No
(c) Are there provisions	for the prompt repair of the facility	(plumbing, heating, etc.)	?	✓ Yes	□No
(d) Does the interior of	the facility have a neat, businesslik	ke appearance?		✓ Yes	□No
2. INTERIOR APPEARANCE		J. Rhea	None.	CORRECTED	
a. What is the condition of the f	loors, walls, ceiling, hallways, and	counter tops? Excellent	Facility was painted	Lin 2008. Th	e floor
coverings were replaced in 2	008. Debriefing room counter top	was replaced in 2008. T	The men's rest room w	vas remodelec	l in February.
2009: including replacing flo	oor tiles, adding tiles to walls, repl	acing toiler, sink, and cal	oinet fixtures, and rep	lacing vent fa	n.
(1) Is interior lighting adequa	ate?			✓ Yes	□No
(2) If leased, have needed re	epairs been coordinated with Facili	ities Section?		☐ Yes	□No
(3) Are the duties of the jani	tor defined and clearly understood	?		✓ Yes	□ No
(a) Is the janitor fully aw	are of the supplies available throu	gh the requisition process	s?	☐ Yes	□No
b. Is the layout of the general of	fice areas appropriate for the assig	gned personnel or classifi	cation?	✓ Yes	□No
c. Does the layout and equipme	nt in specialized office areas meet	the needs of each specia	alized function?	✓ Yes	□No
d. Does the layout of the restroo	oms meet the needs of all employe	es, including those with a	lisabilities?	✓ Yes	□No
e. Is there sufficient space avail	able in both the men's and women	's locker rooms?		✓ Yes	□No
(1) Can several officers com	fortably change clothes at the sam	e time?		✓ Yes	□No
(2) Is there enough space fo	r both personal lockers and equipr	ment lockers?		✓ Yes	□No
(3) Are there full length mirro	ors?			✓ Yes	□No
(4) Are they clean and odor	free, with adequate ventilation?			✓ Yes	□No
				Name of the last o	

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

OL ID	1520	/Da	E 001	ODI	ann	
JHP.	453D	(Rev.	5-06)	OFI	009	

	and the second s			
(5) Are lockers in good condition, with names posted on then	n?		✓ Yes	□No
f. Does the employee's room have adequate cabinets and electr	ical outlets?		✓ Yes	□No
(1) Are appliances in good working order?			✓ Yes	□No
g. Are bulletin boards sufficient for Area needs?			✓ Yes	□No
(1) Are they neat and orderly?	-		✓ Yes	□No
(2) Is there a system for purging old information?			✓ Yes	□No
(3) Do posted items have a removal date?			✓ Yes	□No
(4) Are bulletin boards in good condition?			✓ Yes	□No
h. When was the last inventory of items stored inside the facility?)			
(1) Are items arranged in a logical manner?		1000 0000	✓ Yes	□No
(2) Are there surplus items that should be returned to Supply	Services?		☐ Yes	☑ No
(3) What security is provided after normal business hours?	Self locking doors.			
3. EXTERIOR APPEARANCE	EVALUATED J. Rhen	None.	CORRECTED	
a. Overall, what is the general appearance of the exterior of the f			erior was pain	ited in 2008.
The fuel island is currently being replaced with an above grou	ind tank. Fuel serv	ices are not available at this	time.	
b. Are all painted surfaces neat and clean, free of peeling paint?			✓ Yes	□No
c. Is the outside lighting adequate and in good repair?			✓ Yes	□No
d. Is the building clearly identified?			✓ Yes	□No
e. Is the gas station clean and in good repair?			✓ Yes	□No
(1) Does the gas station have a fire extinguisher readily avail	able?		✓ Yes	□No
(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?	d water hoses, and	shut off switches	✓ Yes	□No
f. Is the paved parking area clean and in good condition?			✓ Yes	□No
(1) Are parking lines clearly painted?			✓ Yes	□No
(2) Is the violation clearance area for the public clearly marked	d?			□No
(3) is there disabled parking available?	(()		✓ Yes	□No
(4) Is there a parking area designated for motorcycles?			☐ Yes	✓ No
4. AUXILIARY POWER	J. Rhea	ACTION REQUIRED None.	CORRECTED	
Has the efficiency of the auxiliary power unit been tested?	J. 10100	17.000	✓ Yes	□No
b. Who knows how to start the unit should the self-starter fail? A	SM, sergeants, and	special duty officers		
c. Are operating instructions posted and easy to understand?			✓ Yes	□No

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CITIE	400	(Nev. 5-00) Of 1 000				
d.	ls	s there a notice posted identifying who to contact should the un	it fail?			□No
е.	D	oes the log indicate Area personnel and Telecommunications	Section have conducte	ed weekly testing?		□No
f.	Н	ow often is the fuel supply replenished? (hecked weekly, rep	denished as needed.			
	(1) At what level is it refilled? 30%				
g.	A	re there adequate numbers of emergency power outlets?			√ Yes	□No
	(1) Are they distinctively marked?			☐ Yes	□No
5. El	MPI	LOYEE PROTECTION AND FACILITY SECURITY	J. Rhea	None.	CORRECTE	D
а,	D	oes Area have a written Emergency Action Plan?			✓ Yes	□No
b.	De	oes the plan have procedures for safeguarding employees duri	ng all types of emerge	ncies?	✓ Yes	□No
	(1)) Does it have general facility security and building evacuation	procedures?		✓ Yes	□No
	(2)) Does the plan work?			✓ Yes	□No
	(3)	Are there sufficient management controls?			√ Yes	□No
C.	Do	pes the plan designate duties and responsibilities to specific em	nployees?		✓ Yes	□No
	(1)	Are both uniformed and nonuniformed employees included?			✓ Yes	□No
	(2)	Are employees informed of their responsibilities?			✓ Yes	□No
	(3)	Has the commander taken all responsible steps available to	provide security?		✓ Yes	□No
	(4)	Has the commander visited the facility after normal business in place?	hours to ensure secu	rity measures are	✓ Yes	□No
d.	Do	es the plan address dispatcher security?			☐ Yes	☑ No
	(1)	How do Public Safety Dispatchers feel about the security pro	ovided? N/A. No dis	patchers		
	(2)	Can dispatchers deal with the public without admitting them i	into the building?		☐ Yes	□No
	(3)	Should modifications be made to provide better security?			☐ Yes	✓ No
		(a) Would intercoms improve security?			☐Yes	☑ No
	(4)	How often are two or more dispatchers on duty? N/ Λ . Faci	lity does not have disp	patchers		
	(5)	How often are supervisors or other personnel in the building	after normal business	hours? Frequently.	Supervisors a	re assigned to
		shifts 24/7. Officers are in the office for shift changes outside	de business hours and	intermittently		
	(6)	Are maximum safety and security measures taken within com-	nmunications centers?		☐ Yes	∏ No
e.	Has	s training been given for all types of emergency situations?			Yes	□No
	(1)	Have both uniformed and nonuniformed been given the traini	ing?		Yes	□No
				79-00-00-00-00-00-00-00-00-00-00-00-00-00		

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	453D (Kev. 5-06) OFI 009		
	(2) Does the training include building evacuation produce	cedures?	☑ Yes ☐ No
	(3) Do all employees know where fire extinguisher an	nd first aid kits are located?	☑ Yes ☐ No
	(a) Do they know how to use them?		✓ Yes □ No
	(4) Have all employees read the Emergency Action P	Plan?	☑ Yes ☐ No
	(a) Do they know where it's located?		
f.	Does the building contain asbestos?		☐ Yes ☑ No
	(1) Are employees given a copy of the annual asbesto	os report to read?	☐ Yes ☐ No
	(2) Are new employees notified of the presence of asl	bestos within 15 days of reporting to work?	☐ Yes ☐ No
	(3) Is a copy of the notice posted on the employee or	occupational safety bulletin board?	☐ Yes ☐ No
	(4) Do employees know what to do if they encounter a	asbestos in the building?	☐ Yes ☐ No
g	Are fire extinguishers provided and serviced as require	ed by the California Administrative Code?	☑ Yes ☐ No
	(1) Are first aid kits provided as required by the State	Administrative Manual?	☑ Yes ☐ No
	(2) Is STD 621, Notice to State Employees, posted an	nd up to date?	
	(3) What is the condition of other emergency equipme	ent such as fire hoses, sprinkler systems, etc.?	No other emergency fire
	equipment on this site.		
h.	Is there a Hazardous Materials Business Plan on file w	vith the local implementing agency as required?	☑Yes ☐ No
3162-	(1) Have changes or updates been sent to the implem	nenting agency?	☑Yes □ No
SA	AFETY INSPECTION	J. Rhoa None.	CORRECTED
a.	Has a facility safety inspection been conducted by the Aby HPM 10.6, Occupational Safety Manual?	Area Occupational Safety Committee as required	☑Yes ☐ No
b.	Has the CHP 113A, Safety Inspection Checklist, been of	completed?	☑Yes ☐No
C.	What improvements have been made by the commande	er as a result of the most recent inspection? Fir	e hazard placard applied to
	fusee locker door.		
	(1) If recommendations required budgeting, have items	s been put into the budget suspense file?	☐ Yes ☐ No
d.	(1) If recommendations required budgeting, have items Has the size of the operation outgrown the facility?	s been put into the budget suspense file?	Yes ☐ No

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Visalia Area	Division Central	Chapter 4
Inspected by:		Date:
Sgt. J. A. Rhea		03/03/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

improvement, identified deficiencies,	corrective a	action plans. A CHP 51 I	Memorandum may be	e used if additional space is required.
TYPE OF INSPECTION ☐ Division Level ☐ Command Level		Total hours expended on the inspection:		Corrective Action Plan Included
Executive Office Level		3t	oours	Attachments Included
Follow-up Required:	Forwa Centra	rd to: Il Division		
☐ Yes	Due D	ate:		
Chapter Inspection:			# 3 OF 10 TOP 1	
Inspector's Comments Reg	arding Ir	novative Practices	3 ;	
None.				
Command Suggestions for	Statewic	e Improvement:		
None.				
Inspector's Findings:				

The Area fusee storage locker was not placarded. This oversight was corrected during the inspection.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2

Command:	Division:	Chapter	
Visalia Area	Central	4	
Inspected by		Date:	
Sgt. J. A. Rhea	3	03/03/2009	

Commander's Response: X Concur or	□ Do Not Concur (Do Not Concur shall docum	ent basis for response)
Inanastar's Comments: Shall address non	concurrence by commander (e.g. findings revised	findings unchanged
	concurrence by commander (e.g., findings revised,	illulligs unchanged,
etc.)		
		VINE NO. 10 CONTRACTOR IN CONT
Required Action		
Required Action	ALCOHOLOGY AND	
Required Action Corrective Action Plan/Timeline		
Corrective Action Plan/Timeline		DATE
Corrective Action Plan/Timeline Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
Corrective Action Plan/Timeline Employee would like to discuss this report with the reviewer.		
Corrective Action Plan/Timeline Employee would like to discuss this report with	COMMANDER'S SIGNATURE	4.28.09
Corrective Action Plan/Timeline Employee would like to discuss this report with the reviewer.		
Corrective Action Plan/Timeline Employee would like to discuss this report with the reviewer.	COMMANDER'S SIGNATURE	4.28.09
Corrective Action Plan/Timeline Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE INSPECTOR'S SIGNATURE	42809 3/4/09
Corrective Action Plan/Timeline Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.) Reviewer discussed this report with	COMMANDER'S SIGNATURE	4.28.09
Corrective Action Plan/Timeline Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE INSPECTOR'S SIGNATURE	42809 3/4/09

HP 453D (Rev. 5-06) OPI 009	Sgt. J.R. Alaniz, #12609		04/21/2008
ACILITY MAINTENANCE AND SECURITY	EVALUATED BY		DATE
AREA MANAGEMENT EVALUATION	Visalia / 480	Central	
EPARTMENT OF CALIFORNIA HIGHWAY PATROL	AREA	DIVISION	NUMBER
TATE OF CALIFORNIA	F	In an annual and an annual and an annual and an annual and an	Luuren

NSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this orm is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer ndividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This

offican be completed in perior perior, and the Supplement car	i be nandwillen ii des			
YPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE			
OLLOW-UP REQUIRED Correction Report	COMMANDER'S REVIEW	wm/*-	DATE	
☐ Yes 1 No BY	StoWARU	the	5-4.	os
. USE AND ADEQUACY OF FACILITY	Sgt. Alaniz	ACTION REQUIRED	CORRECTED	
a. Is the facility adequate?	Joge / Manie	I	Yes	☑ No
(1) Have steps been taken to modify or replace the current facil	iity?		✓ Yes	☐ No
(a) If a leased building, is the owner abiding by the terms o	of the lease agreement?	N/A	Yes	☐ No
(2) Is a safe, pleasant, efficient environment created by the arra	angement of furniture an		☑ Yes	☐ No
(a) Is storage space used effectively?	_ # £	147000	☑ Yes	☐ No
(b) Is lighting adequate?	SHA I I I I I I I I I I I I I I I I I I I		√ Yes	□No
(c) Are there provisions for the prompt repair of the facility	(plumbing, heating, etc.)	?	☑ Yes	□No
(d) Does the interior of the facility have a neat, businesslike	e appearance?		√ Yes	☐ No
INTERIOR APPEARANCE	EVALUATED Sgt. Alaniz	ACTION REQUIRED	CORRECTED	
a. What is the condition of the floors, walls, ceiling, hallways, and co	ounter tops? Th	e interior and exterior	walls have re	cently been
painted. The counter tops are worn but functional. The carpet is	s tentatively scheduled t	o be replaced on 5-16	-09.	ws
(1) Is interior lighting adequate?			☑ Yes	☐ No
(2) If leased, have needed repairs been coordinated with Faciliti	es Section?	NIA	Yes	□No
(3) Are the duties of the janitor defined and clearly understood?			☑ Yes	☐ No
(a) Is the janitor fully aware of the supplies available throug	h the requisition proces	s?	✓ Yes	☐ No
b. Is the layout of the general office areas appropriate for the assign	ned personnel or classif	cation?	☑ Yes	☐ No
c. Does the layout and equipment in specialized office areas meet t	he needs of each speci	alized function?	☑ Yes	☐ No
d. Does the layout of the restrooms meet the needs of all employee	s, including those with c	lisabilities?	Yes Yes	☑ No
e. Is there sufficient space available in both the men's and women's	locker rooms?		☐ Yes	☑ No
(1) Can several officers comfortably change clothes at the same	time?		√ Yes	□ No
(2) Is there enough space for both personal lockers and equipme	ent lockers?		☐ Yes	☑ No
(3) Are there full length mirrors?			☑ Yes	☐ No
(4) Are they clean and odor free, with adequate ventilation?			☑ Yes	☐ No

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

		V. 12 17 27 27 27 27 27 27 27 27 27 27 27 27 27				
	(5)	Are lockers in good condition, with names posted on them	?		☑ Yes	☐ No
f.	Doe	es the employee's room have adequate cabinets and electric	cal outlets?		✓ Yes	☐ No
	(1)	Are appliances in good working order?			☑ Yes	☐ No
g.	Аге	bulletin boards sufficient for Area needs?			☑ Yes	☐ No
	(1)	Are they neat and orderly?			☑ Yes	☐ No
	(2) Is there a system for purging old information?					☐ No
	(3) Do posted items have a removal date?					☐ No
	(4)	Are bulletin boards in good condition?			☑ Yes	☐ No
h.	Wh	en was the last inventory of items stored inside the facility?	,		October 20	07.
	(1)	Are items arranged in a logical manner?			✓ Yes	☐ No
	(2)	Are there surplus items that should be returned to Supply S	Services?		☐ Yes	☑ No
	(3)	What security is provided after normal business hours?			See attach	ed.
. E>	CTER	IOR APPEARANCE	EVALUATED Sgt. Alaniz	ACTION REQUIRED	CORRECTED	
— а.	Ove	erall, what is the general appearance of the exterior of the fa		has recently been pain	ted and conve	eys a
	bus	iness and professional look.	240,00			
b.	Are	all painted surfaces neat and clean, free of peeling paint?			☑ Yes	☐ No
C.	Is th	e outside lighting adequate and in good repair?			√ Yes	☐ No
d.	Is th	e building clearly identified?	*		☑ Yes	☐ No
е.	ls th	e gas station clean and in good repair?			✓ Yes	☐ No
	(1)	Does the gas station have a fire extinguisher readily availa	ble?		✓ Yes	☐ No
		Are the fuel dispenser, vapor recovery hose/nozzle, air and operating properly?	water hoses, and shut o	ff switches	☑ Yes	□ No
f.	Is the	paved parking area clean and in good condition?			☑ Yes	☐ No
	(1)	Are parking lines clearly painted?		· · · · · · · · · · · · · · · · · · ·	☑ Yes	□No
	(2)	Is the violation clearance area for the public clearly marked	?		☑ Yes	☐ No
	(3)	ls there disabled parking available?			☑ Yes	☐ No
	(4)	Is there a parking area designated for motorcycles?			Yes	☑ No
AU	XILIA	RY POWER	Sgt. Alaniz	ACTION REQUIRED	CORRECTED	
а.	Has	the efficiency of the auxiliary power unit been tested?			☑ Yes	□ No
b.	Who	knows how to start the unit should the self-starter fail?	0	fficer E. Flynn and Au	to Tech. P. Co	ortez.
C.	Are o	perating instructions posted and easy to understand?			☑ Yes	□ No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

		there a notice posted identifying who to contact should the unit fail?	Yes	☑ No
	e. Do	pes the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	Yes	☑ No
1	. Но	w often is the fuel supply replenished? The fuel supply is checked monthly by Facilities personnel.		
	(1)	At what level is it refilled? The level is refilled prior to the fuel supply reaching 25 percent.		
9	ı. Ar	e there adequate numbers of emergency power outlets?	☑ Yes	☐ No
	(1)	Are they distinctively marked?	√ Yes	☐ No
5. E	MPL	OYEE PROTECTION AND FACILITY SECURITY Sgt. Alaniz	CORRECTED	
a	. Do	es Area have a written Emergency Action Plan?	☑ Yes	☐ No
b	. Do	es the plan have procedures for safeguarding employees during all types of emergencies?	☑ Yes	□ No
	(1)	Does it have general facility security and building evacuation procedures?	√ Yes	□ No
_	(2)	Does the plan work?	☑ Yes	☐ No
	(3)	Are there sufficient management controls?	☑ Yes	□No
C	Do	es the plan designate duties and responsibilities to specific employees?	☑ Yes	☐ No
	(1)	Are both uniformed and nonuniformed employees included?	☑ Yes	☐ No
	(2)	Are employees informed of their responsibilities?	☑ Yes	☐ No
	(3)	Has the commander taken all responsible steps available to provide security?	☑ Yes	☐ No
	(4)	Has the commander visited the facility after normal business hours to ensure security measures are in place?	☑ Yes	□No
d.	Do	es the plan address dispatcher security?	Yes	☑ No
	(1)	How do Public Safety Dispatchers feel about the security provided? N/A		
	(2)	Can dispatchers deal with the public without admitting them into the building?	Yes	☐ No
	(3)	Should modifications be made to provide better security?	Yes	☐ No
		(a) Would intercoms improve security?	Yes	☐ No
	(4)	How often are two or more dispatchers on duty?	v villa	. 14 140
	(5)	How often are supervisors or other personnel in the building after normal business hours? Supervisor	s and officers a	are
		routinely in the building at various hours of the evening working on reports.		
	(6)	Are maximum safety and security measures taken within communications centers?	☐ Yes	□ No
e.	Has	training been given for all types of emergency situations?	☑ Yes	□No
	(1)	Have both uniformed and nonuniformed been given the training?	√ Yes	☐ No

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

	been placed on a waiting list.				
	personnel. Also, a proposal for a new facility has been submitt	ed and approved. The	ne Area is scheduled fo	r a new facili	ty and has
(1)	If so, what remedial action has been taken? The Area is so	cheduled to have a m	odular trailer installed	to facilitate th	ne added
d. Ha	s the size of the operation outgrown the facility?			☑ Yes	☐ No
(1)	If recommendations required budgeting, have items been put in	to the budget susper	nse file?	☑ Yes	□ No
	s been budgeted and is tentatively scheduled for replacement.	400		, ,	
	nat improvements have been made by the commander as a result	t of the most recent in	nspection? The cos	t of replacing	the carpet
	as the CHP 113A, Safety Inspection Checklist, been completed?			☑ Yes	 No
	as a facility safety inspection been conducted by the Area Occupa HPM 10.6, Occupational Safety Manual?	itional Safety Commi	ttee as required	✓ Yes	□No
SAFE	TV INSPECTION	ALUATED (1. Alaniz	ACTION REQUIRED	CORRECTED	
(1	Have changes or updates been sent to the implementing agenc	py?	H142.07	Yes	☑ No
h. Is	there a Hazardous Materials Business Plan on file with the local i	mplementing agency	as required?	√ Yes	☐ No
	fire hoses or a sprinkler system installed.				
(3) What is the condition of other emergency equipment such as fi	re hoses, sprinkler sy	stems, etc.? Th	e facility does	s not have
(2) Is STD 621, Notice to State Employees, posted and up to date	?		✓ Yes	☐ No
(1) Are first aid kits provided as required by the State Administrativ	re Manual?		✓ Yes	☐ No
g. A	re fire extinguishers provided and serviced as required by the Cali	ifornia Administrative	Code?	✓ Yes	☐ No
(4) Do employees know what to do if they encounter asbestos in the	ne building?	7.11	√ Yes	☐ No
······································				Yes	✓ No
	Are new employees notified of the presence of asbestos within		to work?	Yes	☑ No
	Are employees given a copy of the annual asbestos report to re	ead?		☐ Yes	☑ No
f D	bes the building contain asbestos?	- V201-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-		Yes	 ✓ No
	(a) Do they know where it's located?			✓ Yes	□ No
	1) Have all employees read the Emergency Action Plan?			✓ Yes	□ No
	(a) Do they know how to use them?	are roodicu:		 ✓ Yes	□ No
	B) Do all employees know where fire extinguisher and first aid kits	s are located?		✓ Yes	□ No
	2) Does the training include building evacuation procedures?			☑ Yes	☐ No

AREA MANAGEMENT EVALUATION SUPPLEMENT

COMMENTS
a. Is the facility adequate?
Currently the facility accommodates 65 permanent and five assigned Division employees. Based o
on its staffing levels the facility is not conducive for the needs of the employees. The facility is
lacking in security, interview, conference and desk space. The five Division employees must share
desk space when available to conduct their assigned work.
(1) Have steps been taken to modify or replace the current facility?
A proposal for a new facility has been submitted and approved by Facilities. This is a long term
request and the Visalia Area has been placed on a waiting list. A tentative completion date has not
been scheduled.
d. Does the layout of the restrooms meet the needs of all employees, including those with disabilities
The men's restroom is in need of renovation; the fixtures are inadequate, old and irreparable.
The women's restroom was recently remodeled.
e. Is there sufficient space available in both the men's and women's locker rooms?
Area has outgrown the men's locker facility. Insufficient space exists to accommodate the
number of male officers and for storage of their assigned equipment. The women's locker
is adequate
h (3) What security is provided after normal working business hours?
Access to the Area office is controlled by a key lock on the front door and a key lock and
combination lock on the rear door. Entry to the parking area is secured by electric power gates tha
require a confidential password to gain entry.

Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY Evaluated By Sgt. D. Giefer Date 02/09/09 INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation ☐ Formal	Informal	Suspense Date			
Follow-up Required ☐ Yes ⊠ No	Correction Report by		MAMA er's Review () 2001		**************************************
1. USE AND ADEQUA	CY OF FACILITY	Evaluated	Action Required	Correc	ted
a. Is the facility adequ	uate?	V		⊠ Yes	□No
(1) Have steps bee	en taken to modify or repla	ce the current faci	lity?	⊠ Yes	☐ No
(a) If leased but	ilding, is owner abiding by	the terms of the le	ase agreement?	☐ Yes	N/A □ No
(2) Is a safe, pleas and equipment?	ant, efficient environment	created by the arra		ıre ⊠ Yes	☐ No
(a) Is storage s	pace used effectively?			⊠ Yes	☐ No
(b) Is lighting ac	dequate?			⊠ Yes	☐ No
(c) Are there pro	ovisions for prompt repair	of the facility (plun	nbing, heating)?	⊠ Yes	□No
(d) Does the int	erior of the facility have a	neat, businesslike	appearance?	⊠ Yes	□ No
2. INTERIOR APPEAR	ANCE	Evaluated	Action Required	Correc	ted
a. What is the condition	on of the floors, walls, ceili	ng, hallways, and	counter tops?		
Overall, the interior ap May 2008.	pearance is in good condi	tion. New carpet	and tile flooring wa	s installed	d in
(1) Is interior lightin	ig adequate?			Yes	☐ No
(2) If leased, have	needed repairs been coor	dinated with Facili	ies Section?	N/	/A□ Yes
(3) Are the duties of	of the janitor defined and c	learly understood?	N/A	☐ Yes	☐ No
(a) Is the janitor	aware of the supplies ava	ilable through req	uisition process?	#Aes	□No
b. Is the layout of the or classification?	general office areas appro	ppriate for the assi		⊠ Yes	□No
c. Does the layout and specialized function?	d equipment in specialized	office areas mee		າ ⊠ Yes	□ No
d. Does the layout of twith disabilities?	the restrooms meet the ne	eds of all employe		e ⊠ Yes	□No

AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

e. Is there sufficient space available in both the men's and women's locker room				□ No
(1) Can several officers comfortably	change clothes at the	e same time?	⊠ Yes	☐ No
(2) Is there enough space for both pe	ersonal lockers and e	equipment lockers?	⊠ Yes	☐ No
(3) Are there full length mirrors?			⊠ Yes	☐ No
(4) Are they clean and odor free, with	n adequate ventilatio	n?	⊠ Yes	☐ No
(5) Are lockers in good condition, wit	h names posted on t	hem?	⊠ Yes	☐ No
f. Does the employee's room have ade	quate cabinets and e	lectrical outlets?	⊠ Yes	☐ No
(1) Are appliances in good working o	rder?		⊠ Yes	☐ No
g. Are bulletin boards sufficient for Area	needs?		⊠ Yes	☐ No
(1) Are they neat and orderly?			⊠ Yes	☐ No
(2) Is there a system for purging old i	information?		⊠ Yes	☐ No
(3) Do posted items have a removal	date?		☐ Yes	⊠ No
(4) Are bulletin boards in good condit	ion?		⊠ Yes	□ No
h. When was the last inventory of items	stored inside the fac	ility?	☐ Yes	☐ No
(1) Are items arranged in a logical ma	anner?		, 🛚 Yes	□ No
(2) Are there surplus items that should	ld be returned to Sup	ply Services?	☐ Yes	⊠ No
(3) What security is provided after no	rmal business hours	? Electric gate and e	xterior lightir	ng.
3. EXTERIOR APPEARANCE	Evaluated	Action Required	Corrected	- Jillines
EXTERIOR APPEARANCE a. Overall, what is the general appearar				
				IAR A
	nce of the exterior of	the facility? Good co		□No
a. Overall, what is the general appearar	nce of the exterior of an, free of peeling pa	the facility? Good co	ndition	□ No
a. Overall, what is the general appearar b. Are all painted surfaces neat and clear	nce of the exterior of an, free of peeling pa	the facility? Good co	endition Yes	
a. Overall, what is the general appearar b. Are all painted surfaces neat and clea c. Is the outside lighting adequate and in	nce of the exterior of an, free of peeling pan good repair?	the facility? Good co	ndition Yes Yes	□ No
a. Overall, what is the general appearar b. Are all painted surfaces neat and clea c. Is the outside lighting adequate and ir d. Is the building clearly identified?	nce of the exterior of an, free of peeling pan good repair?	the facility? Good co	ndition Yes Yes Yes	□ No
a. Overall, what is the general appearar b. Are all painted surfaces neat and clea c. Is the outside lighting adequate and ir d. Is the building clearly identified? e. Is the gas station clean and in good re	nce of the exterior of an, free of peeling pan good repair? epair? extinguisher readily as	the facility? Good co	ndition Yes Yes Yes Yes Yes Yes Yes A Yes	No No
a. Overall, what is the general appearar b. Are all painted surfaces neat and clea c. Is the outside lighting adequate and ir d. Is the building clearly identified? e. Is the gas station clean and in good re (1) Does the gas station have a fire ex (2) Are the fuel dispenser, vapor reco	nce of the exterior of an, free of peeling pan good repair? epair? extinguisher readily avery hose/nozzle, ail	the facility? Good co	ndition Yes Yes Yes Yes Yes Yes Yes A Yes	No No No No
 a. Overall, what is the general appearar b. Are all painted surfaces neat and clear c. Is the outside lighting adequate and in d. Is the building clearly identified? e. Is the gas station clean and in good re (1) Does the gas station have a fire example. (2) Are the fuel dispenser, vapor reconfirmed of the switches operating properly? 	nce of the exterior of an, free of peeling pan good repair? epair? extinguisher readily avery hose/nozzle, ail	the facility? Good co	ndition Yes Yes Yes Yes Yes Yes Yes Yes Yes Ye	No No No No No No No No
a. Overall, what is the general appearar b. Are all painted surfaces neat and clea c. Is the outside lighting adequate and ir d. Is the building clearly identified? e. Is the gas station clean and in good re (1) Does the gas station have a fire example. (2) Are the fuel dispenser, vapor reconstructions operating properly? f. Is the paved parking area clean and in	nce of the exterior of an, free of peeling pan good repair? epair? extinguisher readily avery hose/nozzle, aid good condition?	the facility? Good co	rendition Yes Yes Yes Yes Yes Yes Yes Yes Yes Ye	No No No No No No No No
a. Overall, what is the general appearar b. Are all painted surfaces neat and clea c. Is the outside lighting adequate and ir d. Is the building clearly identified? e. Is the gas station clean and in good re (1) Does the gas station have a fire example. (2) Are the fuel dispenser, vapor recomposition of switches operating properly? f. Is the paved parking area clean and in (1) Are parking lines clearly painted?	nce of the exterior of an, free of peeling pan good repair? epair? extinguisher readily an very hose/nozzle, aid good condition?	the facility? Good co	rendition Yes Yes Yes Yes Yes Yes Yes Yes Yes Ye	No No No No No No No No

AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

(4) Is there a parking area designated for motorcycles?			☐ Yes	⊠ No
4. AUXILIARY POWER	Evaluated	Action Required	Corrected	
a. Has the efficiency of the auxiliary pov	ver unit been tested?			☐ No
b. Who knows how to start the unit shou	ıld the self starter fail	1?	☐ Yes	☐ No
c. Are operating instructions posted and	easy to understand	?	⊠ Yes	☐ No
d. Is there a notice posted identifying wh	no to contact should	the unit fail?		☐ No
e. Does log show Area personnel and Facilities Section have done weekly testing			j? ⊠ Yes	☐ No
f. How often is the fuel supply replenished	ed? As needed wher	n the fuel is at a 70%	level	
(1) At what level is it refilled? 70%				
g. Are there an adequate number of eme	ergency power outlet	s?		☐ No
(1) Are they distinctively marked?				☐ No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY	Evaluated ⊠	Action Required	Corrected	
a. Does Area have a written Emergency	Action Plan?		⊠ Yes	☐ No
b. Procedures for safeguarding employe	es during all types o	f emergencies?	⊠ Yes	☐ No
(1) Does it have general facility securi	ty and building evac	uation procedures?	⊠ Yes	☐ No
(2) Does the Plan work?			⊠ Yes	☐ No
(3) Are there sufficient management of	ontrols?		⊠ Yes	☐ No
c. Does the Plan designate duties and re	esponsibilities to spec	cific employees?	⊠ Yes	☐ No
(1) Are both uniformed and nonuniform	ned employees inclu	ded?	⊠ Yes	☐ No
(2) Are employees informed of their re	sponsibilities?	222/11/2 012 012 1	⊠ Yes	☐ No
(3) Has the commander taken all reas	onable steps availab	ele to provide security	/? ⊠ Yes	☐ No
(4) Has the commander visited the fac measures are in place?	cility after normal bus	iness hours to ensur	re security ⊠ Yes	□No
d. Does the Plan address dispatcher sec	urity?		N/A	\□ Yes
(1) How do Communication Operators	feel about the secur	rity provided?	N/A	\□ Yes
(2) Can Communication Operators dea them into the building?	al with the public with	nout admitting	[∙] N/A ☐ Yes	□No
(3) Should modifications be made to p	rovide better security	y ?	N/A	.□ Yes
(a) Would intercoms improve secur	ity?		N/A	\□ Yes
(4) How often are two or more Commu	inication Operators o	on duty?	N/A	
OUD 450D (D 4 00)				5 ^

AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

(5) How often are supervisors or other personnel in the building after normal business hours?				
On a daily basis				
(6) Are maximum safety and securit	y measures taken wit	hin dispatch centers?	□ Y#	A□ No
e. Has training been given for all types	of emergency situation	ons?	⊠ Yes	☐ No
(1) Have both uniformed and nonun	iformed been given th	e training?	⊠ Yes	☐ No
(2) Does the training include building	g evacuation procedu	res?	⊠ Yes	☐ No
(3) Do all employees know where fir	e extinguisher and fire	st aid kits are located	? X Yes	☐ No
(a) Do they know how to use them?				☐ No
(4) Have all employees read the Em	ergency Action Plan?		⊠ Yes	☐ No
(a) Do they know where its locate	=d?		✓ Yes	☐ No
f. Does the building contain asbestos?				☐ No
(1) Are employees given a copy of the	he annual asbestos re	eport to read?	⊠ Yes	☐ No
(2) Are new employees notified of the reporting to work?	e presence of asbest	os within 15 days of	⊠ Yes	□No
(3) Is the Notice posted on the Employee or Occupational Safety bulletin board?			? ⊠ Yes	☐ No
(4) Do employees know what to do if they encounter asbestos in the building?			⊠ Yes	☐ No
g. Are fire extinguishers provided and serviced as required by CAC?			⊠ Yes	☐ No
(1) Are first aid kits provided as requ	ired by SAM?		⊠ Yes	☐ No
(2) Is Standard Form 621 posted and	d up to date?		⊠ Yes	☐ No
(3) What is the condition of other em systems, etc.? Smoke detectors and			inkler	
h. Is there a Hazardous Materials Businas required?	ness Plan on file with	the local implementin	g agency ⊠ Yes	☐ No
(1) Have changes or updates been s	ent to the implementi	ng agency?	⊠ Yes	☐ No
6. SAFETY INSPECTION	Evaluated	Action Required	Corrected	
A. Has a facility safety inspection been Committee as required by HPM 10.6?	conducted by the Are	ea Occupational Safet	y 🛚 🖂 Yes	☐ No
b. Has the 113A been completed?			⊠ Yes	☐ No
c. What improvements have been made inspection? Filing cabinets have been see				

AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

(1) If recommendations required budgeting, have items been put into suspense file?	the budge	t 🗌 Yes	☐ No
d. Has the size of the operation outgrown the facility?		⊠ Yes	☐ No
(1) If so, what remedial action has been taken? The Area has begun modular building that serves as the mens/womens locker room. This purch the main building. Area also utilizes two metal storage sheds and a C-train building for storage, as well as off-site storage at a local facility. The storage the rear of the building have resulted in limited parking and congestion.	nase provid container	ded more s in the rear	pace in of the
*			
COMMENTS			
CHP 453D (Rev 1-96)			Page 5

Department of California Highway Patrol

AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY

Exceptions

- 2. g.(3): Items posted on bulletin boards are removed after 30 days.
- 2. h.: The last inventory was conducted in September 2008.
- 3. f.(1): Area does not have sufficient parking to have designated *citation clearance* parking. All parking stalls are conveniently located to the front of the facility.
- 4. b.: Automotive Technician II, Gary Meyers maintains the auxiliary power unit.

COMMAND INSPECTION PROGRAM FXCEPTIONS DOCUMENT

Command: Porterville 481	Division: Central	Chapter:
Inspected by: Sqt. D. Giefer		Date: 02/09/09

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION Division Level X Command Let Executive Office Level	Total hours expende inspection:	ed on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forward to: Due Date:		
Chapter Inspection: Inspector's Comments Regard		S.	
Command Suggestions for Sta	tewide Improvement:		·

Inspector's Findings:

- 2. g.(3): Items posted on bulletin boards are removed after 30 days.
- 2. h.: The last inventory was conducted in September 2008.
- 3. f.(1): Area does not have sufficient parking to have designated citation clearance parking. All parking stalls are conveniently located to the front of the facility.
- 4. b.: Automotive Technician II, Gary Meyers maintains the auxiliary power unit.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

			Command: 481		Division: CENTRAL	Chapter:
			Inspected by:	(1)	FEX	Date: 2/9/2005
age 2			567.	6 / 5		17,209
		D = N = + () No	-1 0	L - IV d	ut books for some six
ommander's Response	: 🖂 Concur or 🗀	DO NOT	Soncur (Do No	ot Conc	ur snall docume	nt basis for response
	1925					
	7.W-1					
spector's Comments: S	Shall address non cor	ncurrence	by commander	(e.g., fi	ndings revised,	findings unchanged
c.)	TARREST STATES					
-						
N						
equired Action		White Name		· 医572	n in the same personal gr	体,数16年1月日至1月1日
						2 410
orrective Action Plan/Tir	meline					
· ·						
9						
			1			5
Employee would like to discus	s this report with	COMMAND	R'S SIGNATURE			DATE
the reviewer.		$\langle 1 \rangle$	A1110	ch a	1200	5/1/2009
(See HPM 9.1, Chapter 8 for a	appear procedures.)	17	7 (J. 1/10))		WIG -	1/200/
5004 /Rev 02-091 OPI 010		1 / (13	

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

	INSPECTOR'S SIGNATURE	DATE
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE
☐ Concur ☐ Do not concur		

Department of Californ AREA MANAGEMENT Chapter 4		Area Porterville 481	Division Central	Number	
FACILITY MAINTENANCE	AND SECURITY	Evaluated By F. Ag	nuiero.	Date 5/	12/08
form is used as a Correction F individual items with "yes" or " information can be placed in the	INSTRUCTIONS: Indicate items reviewed by placing a chectorm is used as a Correction Report, the "Correction" box should individual items with "yes" or "no" answers, or fill in the blanks information can be placed in the Summary Statement. The Summary Statement is accomplishments or corrective actions, unresolved items, problems.		ox and/or the "Action Red as deficiencies are on all comments are necould include significant	Required" book corrected. A cessary, the findings,	x. If this nswer
accomplishments or corrective	e actions, unresolved items, prol or pencil, and the Summary car	blems or progress, and	the evaluator's overall	impressions	s. This
Type of Evaluation ☐ Formal ☐ I	nformal /	Suspense/Date			1
Follow-up Required ☐ Yes ⊠ No	Correction Report by	Commander's Re	eview/	S// D/ate	9/18
1. USE AND ADEQUAC	CY OF FACILITY	∕Evaluated ⊠	Action Required	Correc	ted
a. Is the facility adequ	uate?			⊠ Yes	□No
(1) Have steps bee	n taken to modify or repla	ce the current faci	lity?		☐ No
μ/β(a) If leased bui	lding, is owner abiding by	the terms of the le	ase agreement?	☐ Yes	☐ No
(2) Is a safe, please and equipment?	ant, efficient environment	created by the arra	angement of furnit	ure ⊠ Yes	□No
(a) Is storage sp	pace used effectively?			⊠ Yes	☐ No
(b) Is lighting ad	equate?			⊠ Yes	□ No
(c) Are there pro	ovisions for prompt repair	of the facility (plum	nbing, heating)?		☐ No
(d) Does the inte	erior of the facility have a	neat, businesslike	appearance?	⊠ Yes	☐ No
2. INTERIOR APPEARA	ANCE	Evaluated	Action Required	Correc	ted
a. What is the condition	on of the floors, walls, ceil	ing, hallways, and	counter tops?		
HEW CARPET	5 THE FLOOR	7045	(0274450	THIS	MONH
(1) Is interior lightin	a adequate?	GOOD.		⊠ Yes	☐ No
1	needed repairs been coor	dinated with Facility	ties Section?	Yes	□No
1	f the janitor defined and c			Yes	□ No
<u> </u>	aware of the supplies ava			Yes	□ No
<u> </u>	general office areas appro			⊠ Yes	□ No
c. Does the layout and specialized function?	d equipment in specialize	d office areas mee	t the needs of eac	h Yes	□ No
d. Does the layout of t with disabilities?	the restrooms meet the ne	eeds of all employe	ees, including thos	se Yes	☐ No
CHP 453D (Rev 1-96)	- Nemary - Nemary	1			Page 1

AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY				
e. Is there sufficient space available in	ooth the men's and w	omen's locker rooms	? ⊠ Yes	□ No
(1) Can several officers comfortably	change clothes at the	same time?		☐ No
(2) Is there enough space for both pe	ersonal lockers and e	quipment lockers?	⊠ Yes	□No
(3) Are there full length mirrors?				☐ No
(4) Are they clean and odor free, with	n adequate ventilation	?		□No
(5) Are lockers in good condition, with names posted on them?				☐ No
f. Does the employee's room have adequate cabinets and electrical outlets?				□No
(1) Are appliances in good working order?				□No
g. Are bulletin boards sufficient for Area needs?				□No
(1) Are they neat and orderly?			⊠ Yes	☐ No
(2) Is there a system for purging old i	nformation?		⊠ Yes	☐ No
(3) Do posted items have a removal (date?		Yes	⊠ No
(4) Are bulletin boards in good condition?			⊠ Yes	☐ No
h. When was the last inventory of items stored inside the facility?			☐ Yes	☐ No
(1) Are items arranged in a logical manner?			⊠ Yes	☐ No
(2) Are there surplus items that should be returned to Supply Services?			☐ Yes	⊠ No
(3) What security is provided after no	rmal business hours'	? ELECTRIC GATE,	LIGHTING.	
3. EXTERIOR APPEARANCE	Evaluated	Action Required	Corrected	
a. Overall, what is the general appearar	nce of the exterior of	the facility? IN GOO	D CONDITIO	ON.
		11.		
b. Are all painted surfaces neat and clea	an, free of peeling pa	int?	⊠ Yes	☐ No
c. Is the outside lighting adequate and in	n good repair?		⊠ Yes	☐ No
d. Is the building clearly identified?			⊠Yes	☐ No
e. Is the gas station clean and in good r	epair? NA		☐ Yes	☐ No
(1) Does the gas station have a fire e	xtinguisher readily av	vailable? الم	☐ Yes	☐ No
(2) Are the fuel dispenser, vapor reco	overy hose/nozzie, aii	r and water hoses, ar	nd shut Yes	☐ No
f. Is the paved parking area clean and ir	good condition?		⊠ Yes	☐ No
(1) Are parking lines clearly painted?			⊠ Yes	☐ No
(2) Is the violation clearance area for	the public clearly ma	rked?	⊠ Yes	☐ No
(3) Is there disabled parking available	9?		⊠ Yes	☐ No
CHP 453D (Rev 1-96)				Page 2

AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY				
(4) Is there a parking area designated	for motorcycles?		☐ Yes	⊠ No
4. AUXILIARY POWER	Evaluated	Action Required	Corrected	
a. Has the efficiency of the auxiliary pov	ver unit been tested?		⊠ Yes	☐ No
b. Who knows how to start the unit shou	ıld the self starter fail	?	☐ Yes	□No
c. Are operating instructions posted and	easy to understand?	?	⊠ Yes	□No
d. Is there a notice posted identifying wh	no to contact should t	the unit fail?	☐ Yes	⊠ No
e. Does log show Area personnel and F	acilities Section have	done weekly testing	? 🗌 Yes	⊠ No
f. How often is the fuel supply replenished				
(1) At what level is it refilled?			7	
g. Are there an adequate number of em	ergency power outlet	ts?	⊠ Yes	□No
(1) Are they distinctively marked?			⊠ Yes	□No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY	Evaluated	Action Required	Corrected	
a. Does Area have a written Emergency Action Plan?				□ No
b. Procedures for safeguarding employees during all types of emergencies?				☐ No
(1) Does it have general facility secur			⊠ Yes	☐ No
(2) Does the Plan work?			⊠ Yes	☐ No
(3) Are there sufficient management of	controls?		⊠ Yes	☐ No
c. Does the Plan designate duties and r	esponsibilities to spe	cific employees?	⊠ Yes	☐ No
(1) Are both uniformed and nonunifor	med employees incl	uded?	⊠ Yes	☐ No
(2) Are employees informed of their re	esponsibilities?		⊠ Yes	☐ No
(3) Has the commander taken all reas	sonable steps availal	ole to provide securit	y? ⊠ Yes	□No
(4) Has the commander visited the fa measures are in place?				☐ No
d. Does the Plan address dispatcher se	curity?		☐ Yes	☐ No
(1) How do Communication Operator	s feel about the secu	rity provided?	☐ Yes	□No
(2) Can Communication Operators do them into the building?	eal with the public wil	thout admitting	☐ Yes	☐ No
(3) Should modifications be made to	provide better securi	ty?	Yes	☐ No
(a) Would intercoms improve secu	ırity?		☐ Yes	-No
(4) How often are two or more Comm	unication Operators	on duty?		
CHP 453D (Rev 1-96)				Page 3

AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY				
(5) How often are supervisors or other	er personnel in the bu	ilding after normal but	siness hours	s?
ON A DAILY BASIS.	<u> </u>			
$\mathcal{N} \wedge (6)$ Are maximum safety and security	measures taken with	nin dispatch centers?	☐ Yes	□ No
e. Has training been given for all types			⊠ Yes	□No
(1) Have both uniformed and nonuni	formed been given the	e training?	⊠ Yes	□No
(2) Does the training include building	evacuation procedur	es?	⊠ Yes	☐ No
(3) Do all employees know where fire	e extinguisher and firs	t aid kits are located?	⊠ Yes	☐ No
(a) Do they know how to use ther	n?		∑ Yes	☐ No
(4) Have all employees read the Em	ergency Action Plan?		⊠ Yes	☐ No
(a) Do they know where its locate	d?			☐ No
f. Does the building contain asbestos?		30) (1	⊠ Yes	☐ No
(1) Are employees given a copy of the	ne annual asbestos re	port to read?	⊠ Yes	☐ No
(2) Are new employees notified of the reporting to work?	e presence of asbesto	os within 15 days of	☐ Yes	⊠ No
(3) Is the Notice posted on the Emplo	oyee or Occupational	Safety bulletin board	? ⊠ Yes	☐ No
(4) Do employees know what to do if	they encounter asbe	stos in the building?	☐ Yes	⊠ No
g. Are fire extinguishers provided and serviced as required by CAC?			⊠ Yes	☐ No
(1) Are first aid kits provided as required by SAM?				☐ No
(2) Is Standard Form 621 posted and up to date?				
(3) What is the condition of other em systems, etc.?	ergency equipment s	uch as fire hoses, spr	inkler	
h. Is there a Hazardous Materials Busir as required?	ness Plan on file with	the local implementin	g agency ⊠ Yes	☐ No
(1) Have changes or updates been s	ent to the implementi	ng agency?	⊠ Yes	☐ No
6. SAFETY INSPECTION	Evaluated	Action Required	Corrected	
a. Has a facility safety inspection been Committee as required by HPM 10.6?	conducted by the Are	a Occupational Safet	y ⊠ Yes	□No
b. Has the 113A been completed?			⊠ Yes	☐ No
c. What improvements have been made inspection?	e by the commander a	as a result of the mos	t recent	
CHP 453D (Rev 1-96)				Page 4

AREA MANAGEMENT EVALUATION Chapter 4 FACILITY MAINTENANCE AND SECURITY		
(1) If recommendations required budgeting, have items been put into the budget suspense file?	☐ Yes	□No
d. Has the size of the operation outgrown the facility?	⊠ Yes	☐ No
If so, what remedial action has been taken? THE AREA BEGAN LEASING A MODUL SERVES AS THE MENS/WOMENS LOCKER ROOM. THIS FREED UP MORE SPACE BUILDING. AREA ALSO UTILIZES TWO METAL SHEDS AND A C-TRAIN IN THE REST LOT AS STORAGE, WHICH ALSO FREES UP SPACE IN THE MAIN BUILDING. THE CREATED LESS PARKING SPACE IN THE REAR, WHICH GETS CONGESTED, ESDURING TRAINING DAYS OR AREA FUNCTIONS.	CE IN THE EAR PAR IS HAS	KING
COMMENTS		
CHP 453D (Rev 1-96)		Page 5

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Porterville 481	Division: Central	Chapter:	
Inspected by: Sgt. F. Aguirre	- January Company	Date: 05/12/2008	

LXCLI	IONO DOCONILI	N I		1 Ogt. 1 . / igunio	17.1
number of the	inspection in the Chapte d to and its due date. Thi	r Inspecti s docume	on number. Under "Fo ent shall be utilized to	orward to:" enter f document innova	y, or fill in the blanks as indicated. Enter the chapter the next level of command where the document tive practices, suggestions for statewide may be used if additional space is required.
_	PECTION Level X Command I ve Office Level	_evel	Total hours expeninspection:	ded on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-t	up Required: X No	Forward Due D			
	s Comments Rega	rding lı	nnovative Practic		
2. (g)(3):	Items are marke	d with	posted date.		
2. (g)(0):	Surplus items st				
4. (d):	Could not locate	the co	ntact information	n for auxiliary	power.
4. (e):	There is no log v	which i	ndicates weekly	testing of au	xiliary power unit.
5. (f)(2);					

New employees have not been informed of asbestos issues nor given information

(f) (4):

regarding what to do

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2

Command: Porterville	Division:Central	Chapter: 4
Inspected by:		Date:
Sgt. F. Aguirr	e	05/12/2008

Commande	er's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)				
Area has ad	dressed these issues and made the following corrective actions:				
2. (g)(3):	Items are marked with posted date and removed within appropriate timeframes.				
2. (h)(2):	Surplus items have been sent on state truck to be returned to Supply Services.				
4. (d):	Contact information has been posted for auxiliary power.				
4. (e):	Area created a weekly log for use of documenting weekly testing of auxiliary power unit.				
5. (f)(2); (f) (4):	New employees are provided with information on possibility of asbestos within the facility and provided information what to do is encountered.				
Inspector's	Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,				
: Required A	ction and the second				
Corrective	Action Plan/Timeline				
the reviewe (See HPM	9.1, Chapter 8 for appeal procedures.) INSPECTOR'S SIGNATURE DATE				
Reviewer employee	discussed this report with REVIEWER'S SIGNATURE				

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009 ·

AREA	DIVISION	NUMBER
Coalinga	Central	4
EVALUATED BY		DATE
Sgt. M. Drewry		04/23/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	- Constant the Supplement	SUSPENSE DATE			
	rmal Evaluation	04/23/2010			
FOLLOW-UP REQUIRED Yes No	☐ Correction Report	COMMANDER'S REVIE Lieutenant D. K		04/23/20	009
1. USE AND ADEQUACY OF FA	CILITY	EVALUATED Yes	ACTION REQUIRED	CORRECTE	ED .
a. Is the facility adequate?	2005	1 65	INO	I ☑ Yes	
(1) Have steps been taken	to modify or replace the current	facility?	Removed a struct	✓ Yes	
(a) If a leased building	, is the owner abiding by the terr	ms of the lease agreer	ment?	 □ Yes	 No
	ient environment created by the			 ☑ Yes	□ No
(a) Is storage space us	sed effectively?			✓ Yes	□No
(b) Is lighting adequate	97	i i i i i i i i i i i i i i i i i i i		✓ Yes	□No
(c) Are there provisions	s for the prompt repair of the fac	ility (plumbing, heating	g, etc.)?	☑ Yes	□No
(d) Does the interior of	the facility have a neat, busines	slike appearance?		☑ Yes	□No
2. INTERIOR APPEARANCE		Yes	ACTION REQUIRED	CORRECTE	0
a. What is the condition of the f	loors, walls, ceiling, hallways, ar	nd counter tops? Cle	an, business-like, and orga	nized.	11,
44.44	8/		an year and the		
10-10-10-10-10-10-10-10-10-10-10-10-10-1				- III UE-ON (AV	
(1) Is interior lighting adequa	ate?	371		✓ Yes	□No
(2) If leased, have needed r	epairs been coordinated with Fa	acilities Section?		☐Yes	□No
(3) Are the duties of the jani	tor defined and clearly understo	od?	12	✓ Yes	□No
(a) Is the janitor fully aw	vare of the supplies available thr	ough the requisition p	rocess?	✓ Yes	□ No
b. Is the layout of the general of	fice areas appropriate for the as	ssigned personnel or o	classification?	✓ Yes	□No
c. Does the layout and equipme	nt in specialized office areas me	eet the needs of each	specialized function?	✓ Yes	□No
d. Does the layout of the restroo	oms meet the needs of all emplo	yees, including those	with disabilities?	✓ Yes	□No
e. Is there sufficient space avail	able in both the men's and wom	en's locker rooms?		✓ Yes	□No
(1) Can several officers com	fortably change clothes at the sa	ame time?		✓ Yes	□No
(2) Is there enough space fo	r both personal lockers and equ	ipment lockers?		✓ Yes	□No
(3) Are there full length mirro	ors?			✓ Yes	□No
(4) Are they clean and odor t	ree, with adequate ventilation?			✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

CHI	453D (Rev. 5-06) OPI 009		
	(5) Are lockers in good condition, with names posted on them?	✓ Yes	□No
f	. Does the employee's room have adequate cabinets and electrical outlets?	✓ Yes	□No
	(1) Are appliances in good working order?	✓ Yes	□No
g	. Are bulletin boards sufficient for Area needs?	✓ Yes	□No
	(1) Are they neat and orderly?	✓ Yes	□No
	(2) Is there a system for purging old information?	✓ Yes	□No
	(3) Do posted items have a removal date?	✓ Yes	□No
	(4) Are bulletin boards in good condition?	✓ Yes	□ No
h	. When was the last inventory of items stored inside the facility? May 2008		
	(1) Are items arranged in a logical manner?	✓ Yes	□No
	(2) Are there surplus items that should be returned to Supply Services?	✓Yes	□No
	(3) What security is provided after normal business hours? Building is locked, front office is closed, the fa	cility is fence	d with barb-
	wire, and there is coded-entry gate. The gate and door codes are changed periodically, and were change	ed during the f	irst quarter.
3. E	XTERIOR APPEARANCE EVALUATED ACTION REQUIRED Yes No	CORRECTED)
a.			
	F		
b.	Are all painted surfaces neat and clean, free of peeling paint?	✓ Yes	□No
C,	Is the outside lighting adequate and in good repair?	✓ Yes	□No
d.	Is the building clearly identified?	✓ Yes	□No
e.	Is the gas station clean and in good repair?	✓ Yes	□No
	(1) Does the gas station have a fire extinguisher readily available?	✓ Yes	□No
	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches		*
_	operating properly?	✓ Yes	□ No
, T.	Is the paved parking area clean and in good condition?	✓ Yes	□ No
	(1) Are parking lines clearly painted?	✓ Yes	□ No
-	(2) Is the violation clearance area for the public clearly marked?	✓ Yes	□ No
	(3) Is there disabled parking available?	✓ Yes	□ No
	(4) Is there a parking area designated for motorcycles? EVALUATED ACTION REQUIRED	✓ Yes CORRECTED	□ No
. AL	IXILIARY POWER Yes No		
a.	Has the efficiency of the auxiliary power unit been tested?	✓ Yes	□ No
	Who knows how to start the unit should the self-starter fail? ASM Terry Taylor and Sergeant Larkin Vander	Mel	
b.			

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009		
d. Is there a notice posted identifying who to contact should the unit fail?	✓ Yes	□No
e. Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	✓ Yes	□No
f. How often is the fuel supply replenished? Approximately bi-monthly	ATP.	
(1) At what level is it refilled? 1,500 - 2,000 gallons		
g. Are there adequate numbers of emergency power outlets?	✓ Yes	□No
(1) Are they distinctively marked?	✓ Yes	□No
5. EMPLOYEE PROTECTION AND FACILITY SECURITY Yes ACTION REQUIRED NO	CORRECTED)
a. Does Area have a written Emergency Action Plan?	✓ Yes	□No
b. Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
(1) Does it have general facility security and building evacuation procedures?	☑ Yes	□No
(2) Does the plan work?	√ Yes	□No
(3) Are there sufficient management controls?	✓ Yes	□No
c. Does the plan designate duties and responsibilities to specific employees?	✓ Yes	□No
(1) Are both uniformed and nonuniformed employees included?	✓ Yes	□No
(2) Are employees informed of their responsibilities?	✓ Yes	□No
(3) Has the commander taken all responsible steps available to provide security?	✓ Yes	□No
(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	✓ Yes	□No
d. Does the plan address dispatcher security?	☐Yes	☑ No
(1) How do Public Safety Dispatchers feel about the security provided? N/A		
(2) Can dispatchers deal with the public without admitting them into the building?	☐Yes	□No
(3) Should modifications be made to provide better security?	Yes	□No
(a) Would intercoms improve security?	□Yes	□No
(4) How often are two or more dispatchers on duty?		-
(5) How often are supervisors or other personnel in the building after normal business hours?	- Vellage	
(6) Are maximum safety and security measures taken within communications centers?	□Yes	□No
e. Has training been given for all types of emergency situations?	☑ Yes	□No
(1) Have both uniformed and nonuniformed been given the training?	✓ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

CHF	453D (Rev. 5-06) OPI 009				
	(2) Does the training include building evacuation procedures	?		✓ Yes	□No
	(3) Do all employees know where fire extinguisher and first a	id kits are located?		✓ Yes	□No
-	(a) Do they know how to use them?			✓ Yes	□No
	(4) Have all employees read the Emergency Action Plan?			✓ Yes	□No
	(a) Do they know where it's located?			✓ Yes	□No
f.	Does the building contain asbestos?			☐Yes	☑ No
Ti	(1) Are employees given a copy of the annual asbestos repor	t to read?	×	□Yes	□No
	(2) Are new employees notified of the presence of asbestos w	vithin 15 days of repor	ting to work?	Yes	□No
	(3) Is a copy of the notice posted on the employee or occupat	tional safety bulletin be	pard?	☐Yes	□No
	(4) Do employees know what to do if they encounter asbestos	s in the building?	8	☐ Yes	□No
g.	Are fire extinguishers provided and serviced as required by the	e California Administra	tive Code?	✓ Yes	□No
	(1) Are first aid kits provided as required by the State Adminis	trative Manual?		✓ Yes	□No
	(2) Is STD 621, Notice to State Employees, posted and up to	date?		✓ Yes	□No
	(3) What is the condition of other emergency equipment such	as fire hoses, sprinkle	er systems, etc.? N/A		
	_ 1/2				
h.	Is there a Hazardous Materials Business Plan on file with the lo	ocal implementing age	ncy as required?	☑ Yes	□No
	(1) Have changes or updates been sent to the implementing a	agency?		Yes	□ No
. S/	AFETY INSPECTION	Yes Yes	ACTION REQUIRED No	CORRECTED	0
a.	Has a facility safety inspection been conducted by the Area Oc by HPM 10.6, Occupational Safety Manual?	cupational Safety Cor	nmittee as required	✓ Yes	□No
b.	Has the CHP 113A, Safety Inspection Checklist, been complete	ed?		☑ Yes	□No
c.	What improvements have been made by the commander as a r	result of the most rece	nt inspection?		
	Tree removal				
	Parking lot repaved and striped				8
	Hand-sanitizers installed				10
-	(1) If recommendations required budgeting, have items been p	out into the budget sus	spense file?	Yes	□No
d.	Has the size of the operation outgrown the facility?		9	☐Yes	☑ No
	(1) If so, what remedial action has been taken?		THE STATE OF THE S		
		1			
		3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		-	

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Coalinga Area	Division: Central	Chapter:
Inspected by: Sergeant Drewr	V	Date: 04/23/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION Division Level Command Level Executive Office Level		Total hours expended on the inspection:		☐ Corrective Action Plan Included ☐ Attachments Included		
☐ Yes	Due D	ate:	S - 1 2 20		22	
Chapter Inspection:	1,17	A THE PARTY OF THE				
Inspector's Comments Reg	arding In	novative Practices:				
The second of th	·					
Area's Standard Operating I desktops of all Area comput	Procedure ers. This	es and Emergency Action P will give all Area personnel onse to emergencies and o	access to a	copy of these to	wo Area	
Area's Standard Operating I desktops of all Area comput	Procedure ers. This	es and Emergency Action P will give all Area personnel	access to a	copy of these to	wo Area	
Area's Standard Operating I desktops of all Area comput	Procedure ers. This	es and Emergency Action P will give all Area personnel	access to a	copy of these to	wo Area	
Area's Standard Operating I desktops of all Area comput	Procedure ers. This rity, resp	es and Emergency Action P will give all Area personnel onse to emergencies and o	access to a	copy of these to	wo Area	
Area's Standard Operating I desktops of all Area comput nanuals which contain secu	Procedure ers. This rity, resp	es and Emergency Action P will give all Area personnel onse to emergencies and o	access to a	copy of these to	wo Area	
Area's Standard Operating I desktops of all Area comput nanuals which contain secu	Procedure ers. This rity, resp	es and Emergency Action P will give all Area personnel onse to emergencies and o	access to a	copy of these to	wo Area	

Inspector's Findings:

The Coalinga Area currently has a hill which is part of the landscaping on the north side of the building. Area would like this hill removed. This hill makes it possible for a vehicle to be driven off the city street and into windows and rooms on the north side of the Area office.

Area would also like to have a security pass system installed on the rear office doors which lead into the office. The new system would replace the old combination system.

Both of these items have been discussed with facilities section and are in the process of being implemented or will be in the future.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page	e 2

Page 2		
Commander's Response: ⊠ Concur o	r 🗌 Do Not Concur (Do Not Concur sha	all document basis for response)
		*
ā.		9
Inspector's Comments: Shall address non	concurrence by commander (e.g., findings	revised, findings unchanged,
etc.)		
*		
		:
# 2 as		×
27	*	
		16
:		
Required Action		
Corrective Action Plan/Timeline	30-1	
lo corrective action required.	*	
to composite double required.		
ž.	a a	
		2 51
		**
2	¥	
Employee would like to discuss this report with	COMMANDER'S SIGNATURE	DATE
the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	- Low	4/28/09 DATE 4/28/09
	INSPECTOR'S SIGNATURE	DATE
Reviewer discussed this report with	REVIEWER'S SIGNATURE	9/28/09 DATE
employee Concur Do not concur		
T po liot coulon		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL	5	Control
AREA MANAGEMENT EVALUATION	Fresno	Central

AREA MANAGEMENT EVALUATION	1
FACILITY MAINTENANCE AND SECUR	

CHP 453D	(Rev	5-06)	OPI	009

AREA	DIVISION	NUMBER
Fresno	Central	435
EVALUATED BY		DATE
Sergeant Jon B	aker	03/25/2009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This

form can be completed in pen or pencil, and the Supplemen			
TYPE OF EVALUATION ☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE		
FOLLOW-UP REQUIRED	COMMANDER'S REVIEW	DATE	
☐ Yes ☑ No	Paulo	3/	26/09
1. USE AND ADEQUACY OF FACILITY SEE ATTACHED	EVALUATED ACTION REQUIRED	CORRECTED	
a. Is the facility adequate?		Yes	☑ No
(1) Have steps been taken to modify or replace the current	facility?	✓ Yes	□No
(a) If a leased building, is the owner abiding by the ter	ms of the lease agreement? Nթ	☐Yes	□No
(2) Is a safe, pleasant, efficient environment created by the	e arrangement of furniture and equipment?	∀es	□No
(a) Is storage space used effectively?		✓ Yes	□No
(b) Is lighting adequate?		✓ Yes	□ No
(c) Are there provisions for the prompt repair of the fac	cility (plumbing, heating, etc.)?	✓ Yes	□ No
(d) Does the interior of the facility have a neat, busine	sslike appearance?	✓ Yes	□No
2. INTERIOR APPEARANCE SEE ATTACHED	EVALUATED ACTION REQUIRED	CORRECTED	
a. What is the condition of the floors, walls, ceiling, hallways, a		ngs, all are in	fair to good
condition. Ceiling tiles continually fall off and have to be			
		-10.7- 0	
(1) Is interior lighting adequate?		✓ Yes	□No
(2) If leased, have needed repairs been coordinated with F	Facilities Section?	☐ Yes	□No
(3) Are the duties of the janitor defined and clearly underst	tood?	✓ Yes	□No
(a) Is the janitor fully aware of the supplies available to	hrough the requisition process?	✓ Yes	□No
b. Is the layout of the general office areas appropriate for the	assigned personnel or classification?		□No
c. Does the layout and equipment in specialized office areas r	neet the needs of each specialized function?	✓ Yes	□ No
d. Does the layout of the restrooms meet the needs of all emp			□ No
e. Is there sufficient space available in both the men's and wo	men's locker rooms?	✓ Yes	□No
(1) Can several officers comfortably change clothes at the	same time?	☑ Yes	□ No
(2) Is there enough space for both personal lockers and ea	quipment lockers?	☐ Yes	☑ No .
(3) Are there full length mirrors?		✓ Yes	□ No
(4) Are they clean and odor free, with adequate ventilation	?	✓ Yes	□No

Destroy Previous Editions

c453d506,pdf

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

	453D (Rev. 5-06) OPI 009		
	(5) Are lockers in good condition, with names posted on them?	✓ Yes	□No
f,	Does the employee's room have adequate cabinets and electrical outlets?	✓ Yes	□No
	(1) Are appliances in good working order?	☐ Yes	☑ No
g.	Are bulletin boards sufficient for Area needs?	✓ Yes	□ No
	(1) Are they neat and orderly?	✓ Yes	□No
	(2) Is there a system for purging old information?	✓ Yes	□ No
	(3) Do posted items have a removal date?	✓ Yes	□No
	(4) Are bulletin boards in good condition?	✓ Yes	∏ Ņo
h.	When was the last inventory of items stored inside the facility?		
- 10.11	(1) Are items arranged in a logical manner?	✓ Yes	□No
	(2) Are there surplus items that should be returned to Supply Services?	☐ Yes	☑ No
	(3) What security is provided after normal business hours? Personnel are in and out of the building 24/7, build	ling is surr	ounded by a
	fence with electric gates.		
3. E	XTERIOR APPEARANCE, SEE ATTACHED COMMENTS X	CORRECTED	
a.	Overall, what is the general appearance of the exterior of the facility? Fair		
		3000 HED (SE IIII	
b.	Are all painted surfaces neat and clean, free of peeling paint?	✓ Yes	□No
C,	Is the outside lighting adequate and in good repair?	✓ Yes	□ No
d.	is the building clearly identified?	✓ Yes	□No
е.	Is the gas station clean and in good repair?		
		☐ Yes	☑ No
	(1) Does the gas station have a fire extinguisher readily available?	☐ Yes ☑ Yes	☑ No
	(1) Does the gas station have a fire extinguisher readily available?(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?		
f.	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches	☑ Yes	□No
f.	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly?	☑ Yes	□ No
f.	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? Is the paved parking area clean and in good condition?	✓ Yes ☐ Yes ✓ Yes	□ No □ No
f.	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No
f.	 (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted? (2) Is the violation clearance area for the public clearly marked? 	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No
	 (2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted? (2) Is the violation clearance area for the public clearly marked? (3) Is there disabled parking available? 	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	NoNoNoNoNoNoNoNoNoNo
, Al	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted? (2) Is the violation clearance area for the public clearly marked? (3) Is there disabled parking available? (4) Is there a parking area designated for motorcycles? [EVALUATED ACTION REQUIRED ACTION REQUIRED]	✓ Yes	NoNoNoNoNoNoNoNoNoNo
. Al	(2) Are the fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches operating properly? Is the paved parking area clean and in good condition? (1) Are parking lines clearly painted? (2) Is the violation clearance area for the public clearly marked? (3) Is there disabled parking available? (4) Is there a parking area designated for motorcycles? JXILIARY POWER SEE ATMICHED COMMENTS ACTION REQUIRED	✓ Yes ✓ OFFRECTED	NoNoNoNoNoNoNoNoNoNo

AREA MANAGEMENT EVALUATION

FACILITY MAINTENANCE AND SECURITY

CHP 453D (Rev. 5-06) OPI 009

d	Is there a notice posted identifying who to contact should the unit fail?	☑ Yes	□No
е	Does the log indicate Area personnel and Telecommunications Section have conducted weekly testing?	☑ Yes	□ No
f.	How often is the fuel supply replenished? As needed.		
	(1) At what level is it refilled? 50%		
g	Are there adequate numbers of emergency power outlets?	Yes	☑ No
	(1) Are they distinctively marked?	✓ Yes	□No
5. E	MPLOYEE PROTECTION AND FACILITY SECURITY SEE ATTACHED COMMENTS ACTION REQUIRED	CORRECTED)
а	A	Yes	□No
b.	Does the plan have procedures for safeguarding employees during all types of emergencies?	✓ Yes	□No
	(1) Does it have general facility security and building evacuation procedures?	✓ Yes	□No
	(2) Does the plan work?	✓ Yes	□No
	(3) Are there sufficient management controls?	✓ Yes	□No
c.	Does the plan designate duties and responsibilities to specific employees?	✓ Yes	□No
	(1) Are both uniformed and nonuniformed employees included?	✓ Yes	□ No
	(2) Are employees informed of their responsibilities?	✓ Yes	□ No
	(3) Has the commander taken all responsible steps available to provide security?		□No
	(4) Has the commander visited the facility after normal business hours to ensure security measures are in place?	✓ Yes	□ No
d.	Does the plan address dispatcher security?		□ No
	(1) How do Public Safety Dispatchers feel about the security provided? Improved since the installation of a ca	umera, elec	tric gates and
	intercom.		
	(2) Can dispatchers deal with the public without admitting them into the building?	✓ Yes	□No
	(3) Should modifications be made to provide better security?	✓ Yes	□No
	(a) Would intercoms improve security?	☐ Yes	□No
	(4) How often are two or more dispatchers on duty? 24/7		
			Cenwerner version
	(5) How often are supervisors or other personnel in the building after normal business hours? 24/7		
-30,45,3215			
-:	(6) Are maximum safety and security measures taken within communications centers?	✓ Yes	□No
е.	Has training been given for all types of emergency situations?	☑ Yes	□ No
	(1) Have both uniformed and nonuniformed been given the training?	✓ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION FACILITY MAINTENANCE AND SECURITY

ŀ	40	453	n n	Rev	5.0	181	OP	009
м	11	400	-	I V C V	. 0-1	,,,,	\sim	1000

CHP.	4000	(Kev. 5-80) OF 1 809			
	(2)	Does the training include building evacuation procedures?			□ No
	(3)	Do all employees know where fire extinguisher and first aid kits are located?		✓ Yes	□No
		(a) Do they know how to use them?		✓ Yes	□No
	(4)	Have all employees read the Emergency Action Plan?		✓ Yes	□No
	- 101	(a) Do they know where it's located?		✓ Yes	□No
f.	Doe	es the building contain asbestos?			□No
	(1)	Are employees given a copy of the annual asbestos report to read?		✓ Yes	□No
W. 11.15	(2)	Are new employees notified of the presence of asbestos within 15 days of reporting to	work?	✓ Yes	□No
	(3)	is a copy of the notice posted on the employee or occupational safety bulletin board?	····	✓ Yes	□ No
	(4)	Do employees know what to do if they encounter asbestos in the building?		✓ Yes	□No
g.	Are	fire extinguishers provided and serviced as required by the California Administrative (ode?	☑ Yes	□No
	(1)	Are first aid kits provided as required by the State Administrative Manual?		✓ Yes	□No
	(2)	Is STD 621, Notice to State Employees, posted and up to date?	- No.	✓ Yes	□No
	(3)	What is the condition of other emergency equipment such as fire hoses, sprinkler sys	tems, etc.? N/A		-762-
			All Vision in Control of the Control	The state of the s	
h.	ls t	nere a Hazardous Materials Business Plan on file with the local implementing agency	as required?	✓ Yes	□No
	(1)	Have changes or updates been sent to the implementing agency?		✓ Yes	□ No
6. S	AFET	Y INSPECTION SET ATMICHED COMPIENS. EVALUATED X	ACTION REQUIRED	CORRECTED)
a.	Has by l	s a facility safety inspection been conducted by the Area Occupational Safety Committ HPM 10.6, Occupational Safety Manual?	ee as required	✓ Yes	□No
b.	Has	s the CHP 113A, Safety Inspection Checklist, been completed?			□No
c.	Wh	at improvements have been made by the commander as a result of the most recent in	spection? Improve	ed housekeepi	ng, repaired
	ove	erhead lights on the east side of the parking lot.			
					×11
	(1)	If recommendations required budgeting, have items been put into the budget suspen	se file?	☐ Yes	□No
d.	Has	the size of the operation outgrown the facility?		✓ Yes	□ No
	(1)	If so, what remedial action has been taken? The decision to replace the current faci	lity has been made.	The facility i	s scheduled
		to be replaced in the next two years.			

AREA MANAGEMENT EVALUATION CHAPTER 4 –FACILITY MAINTENANCE AND SECURITY

Area Evaluated: Fresno - 435

Evaluated By: Sergeant J. Baker, #14410

Date of evaluation: March 25, 2009

COMMENTS

1. ADEQUACY OF FACILITY

The Fresno Area facilities are not adequate for its current staffing levels. The facility is kept in a neat and businesslike appearance, free from any occupational hazards.

Action Item: Area is currently in line to have a new facility built.

2. INTERIOR APPEARANCE

Both locker rooms are full and can not accommodate any additional personnel. Both locker rooms are clean and odor free.

The Area's bulletin boards are sufficient for the Area's needs. The bulletin boards are neat and orderly and items are purged in a timely manner.

The burners on the stove in the break room heat up, it is not known if the burners can be regulated. The microwave oven was replaced in 2008.

The Fresno Area last conducted an inventory in April 2008. Surplus items were returned to Supply Services.

After hour security checks are conducted by the on duty supervisor/OIC. All personnel are directed to conduct security checks while at the facility after hours.

3. EXTERIOR APPEARANCE

The overall appearance of the exterior of the facility is satisfactory.

The gas station is currently under construction. A new above ground tank is being installed. New fuel dispenser, vapor recovery hose/nozzle, air and water hoses, and shut off switches are being installed. The anticipated completion date is slated for April 1, 2009.

AREA MANAGEMENT EVALUATION CHAPTER 4 –FACILITY MAINTENANCE AND SECURITY

4. AUXILIARY POWER

The Facilities auxiliary power unit is tested on a weekly basis and is good working order. The efficiency is tested quarterly. The Area's maintenance worker, Officer Golbek, and Sergeant Baker know how to start the unit in case it fails. Operating instructions are posted on the unit. The unit runs on propane and is refilled every two years or when the levels reach 50% or less. The fuel gauge on the tank unit is checked monthly by Officer Golbek.

The facility does not have an adequate number of emergency power outlets. There are no emergency power outlets in the briefing room. All emergency outlets are marked with red paint. There is a list of all emergency power locations and a diagram on the facilities coordinator's office bulletin board. There is also a list and diagram attached to this report. Due to the age of the facility, the cost of adding the outlets, and the current projection of having a new facility in the future, it is not feasible to add the additional emergency power outlets at this time.

5. EMPLOYEE PROTECTION AND FACILITY SECURITY

The facility has a written Emergency Action Plan. The Emergency Action Plan is reviewed annually by all personnel. All personnel are aware of their rolls and responsibilities during any emergency. The plan was tested during an actual evacuation of the office, due to smoke coming from the phone equipment room. All employees review the plan during their annual CHP 118. All employees are told and shown the location of the Emergency Action Plan in the sergeant's office. All employees are shown the location of fire extinguishers and first aid kids. The fire extinguishers are marked with a sticker above the door of the room where the fire extinguisher is located.

The facility has either a supervisor or other personnel present a majority of time. The facility has a dispatch center on site. The Commander comes in a various hours, both week-days and week-ends.

The facility could use more cameras to see the entire site, currently only the east side of the facility has a camera. The facility currently has an intercom on the east gate keypad and a phone at the front entrance. The intercom and phone make direct contact with the communications center.

The facility has asbestos on site. Employees are given a letter of notification which is reviewed annually during their CHP 118. Employees are advised not to disturb asbestos that is found in the facility. New employees are given a letter of notification.

AREA MANAGEMENT EVALUATION CHAPTER 4 – FACILITY MAINTENANCE AND SECURITY

All emergency equipment such as fire hoses, sprinklers and first aid kits are in good working order. All fire extinguishers have been checked by a certified inspector in November 2008. All fire extinguishers are checked monthly by the facilities coordinator and annually by an outside provider.

The Hazardous Materials Business Plan is on file with the Fresno County Community Health Department,

6. SAFETY INSPECTION

The Area Occupational Safety Committee inspects the facility on a quarterly basis in conjunction with their quarterly meetings. The facility coordinator conducts semi-annual safety inspections, which are documented on a CHP 113A, *Safety Inspection Checklist*. There are no known occupational safety issues, which have not been rectified.